

**POLICY: 6Hx28: 3D-05**



Responsible Official: Vice President,  
Organizational Development and Human  
Resources

Specific Authority: 1012.865, F.S.  
Law Implemented: 1012.865, F.S.

Effective Date: 04-16-2013

---

## **Sick Leave Pool**

---

### **Policy Statement:**

The president is authorized to establish a sick leave pool program for full-time employees. The program is designed to aid participating members of the pool who have exhausted all sick leave.

---

### **Procedure Statement:**

- I. Participation in the sick leave pool is voluntary.
- II. Any full-time employee is eligible to join the pool during an announced enrollment period provided he or she has been employed full-time with the College for twelve (12) months, has accumulated 10.00 days of unused personal sick leave, and has not declined a previous enrollment opportunity as a regular employee of the College. Any employee who meets the eligibility requirements shall have only one (1) opportunity to join the pool, except that a person who changes from temporary-employee classification to regular-employee classification shall have one (1) additional opportunity to join the pool after achieving regular-employee status. The president may authorize open enrollment periods for all eligible employees at such other times as he determines to be appropriate.
- III. Enrollment periods shall be held twice within a calendar year, typically in March and September and shall be open only to employees who previously have not been eligible to join (with the exception of the above-described individuals who change from temporary to regular status).
- IV. The sick leave pool program will be administered by a board of directors consisting of three (3) career service, three (3) faculty, and three (3) administrative/professional employees. The V.P.

of Human Resources and Diversity will serve as an ex-officio member. Members of the board will be elected by sick leave pool members in their respective collegewide constituent classifications: for example, career service members of the sick leave pool will elect the three (3) career service representatives to the board; likewise, faculty pool members will elect faculty representatives to the board, and administrative/professional pool members will elect administrative/professional representatives to the board. Board members will serve staggered three (3) year terms.

- V. Participating employees will make equal contributions of accrued sick leave to join or replenish the pool. The initial contribution will be three (3) days of sick leave. Thereafter, contributions will be determined by the board of directors. Any sick leave days contributed to the pool will not be recoverable for any other purpose.
- VI. A pool member will be eligible to draw days from the sick leave pool only after he or she has exhausted all of his or her sick leave.
- VII. The first day drawn from the pool will establish a 12-month draw period; a new draw period cannot begin until the previous 12-month draw period has expired. During a draw period, a pool member will be able to draw from the pool whichever is greater: thirty (30) days or a number of days equal to the highest number of accrued personal sick leave days that the employee has attained since his or her last draw period, up to a maximum of 120 days. An employee who has not had a previous draw period will be able to draw from the pool which is greater: thirty (30) days or a number of days equal to the highest number of accrued personal sick leave days that the employee has attained since joining the pool, up to a maximum of 120 days.
- VIII. An employee using the sick leave pool will continue to accrue leave; however, accrued sick leave must be exhausted before the employee can use additional days from the sick leave pool.
- IX. Any sick leave drawn from the pool must be used for the employee's personal illness, accident, or injury. Family illness is not covered by this program. Elective surgery is excluded from sick leave pool usage.
- X. A contractual employee is limited to drawing time from the pool in accordance with his or her contract, for example, a faculty member cannot use the sick leave pool during a summer term for which he or she does not have a contract.
- XI. Members receiving Workers' Compensation payments are eligible to receive partial sick leave days from the pool. The partial sick leave days when converted to cash and added to Workers' Compensation payments may not exceed the employee's salary.
- XII. Use of sick leave from the sick leave pool will be contingent upon the availability of days in the pool.
- XIII. Alleged abuse of the sick leave pool will be investigated by the board of directors. If there is a finding of a wrongdoing, the offending member of the sick leave pool will be required to repay all sick leave credits drawn from the pool, will be subject to removal from the pool by the board of directors, and will be subject to disciplinary action by the president or his/her designee.

- XIV. Members who seek to draw days from the sick leave pool will be required to submit a physician's statement on a form approved by the board of directors.
  - XV. Ten (10) days after written notification, contributions to replenish the pool will automatically be transferred from a member's personal sick leave account without further authorization. A member who does not have an adequate number of days to transfer may petition to remain a member while accruing the number of days needed.
  - XVI. Once an employee becomes a member of the sick leave pool, he or she will remain a member as long as he or she contributes to replenishing the pool and is not removed from the pool by the board of directors.
  - XVII. An employee who wishes to terminate his or her membership in the sick leave pool must do so by submitting a written request to the board of directors.
- 

**Policy**

**History:**

Adopted 3-17-82; Amended 1-19-83; Formerly 6Hx28:7-18; Amended 10-19-83; Amended 3-16-88; Amended 11-18-92; Amended 10-27-94; Formerly 6Hx28:07-15; Amended 4-16-13

---

**Procedure**

**History:**

Adopted 10-27-94; Formerly 6Hx28:07-15