POLICY: 6Hx28:3D-05

Responsible Executive: Executive Vice President, Administrative Services

Policy Contacts: Chief Human Resources

Specific Authority: 1001.64, F.S.
Law Implemented: 1012.865, F.S.

Effective Date: 09-27-2017

Date of Last Policy Review: 06-18-2026

Sick Leave Pool

Policy Statement:

The College President or designee is authorized to establish a sick leave pool program and implementing procedures for full-time employees. The program is designed to aid participating members of the pool who have exhausted all sick leave.

Policy History:

Adopted 3-17-82; Amended 1-19-83; Amended 10-19-83; Amended 3-16-88; Amended 11-18-92; Amended 10-27-94; Amended 4-16-13; Amended 9-27-17; Formerly 6Hx28:7-18; Formerly 6Hx28:07-15

Related Documents/Policies:

College Policy 6Hx28: 2-02 Workplace Accommodations for Applicants and Employees
College Policy 6Hx28: 3D-03 Total Rewards: Vacation, Sick, and Personal Leave for Full-Time Employees
College Policy 6Hx28: 3D-06.1 Family and Medical Leave

Procedures:

I. Eligibility

A. Any full-time employee is eligible to join the sick leave pool during an announced enrollment period provided the employee:

1. Has been employed full-time with the College for twelve (12) consecutive months immediately prior to the start of the enrollment period; and

2. Has accumulated ten (10) days of accrued and unused sick leave.

II. Enrollment

A. Participation in the sick leave pool is voluntary.

B. Enrollment periods shall be held at least once within each calendar year and shall be open to employees who meet the eligibility criteria. The Chief Human Resources Officer may authorize additional open enrollment periods for all eligible employees as determined to be appropriate.

C. An employee who receives an invitation to enroll in the sick leave pool program must maintain a minimum of ten (10) days of accrued and unused sick leave through the entire enrollment period. Otherwise, the employee will become ineligible to participate in the current enrollment period.

D. An employee who accepts the invitation to join the sick leave pool program is required to contribute three (3) days of their accrued and unused sick leave. Any sick leave days contributed by an eligible employee to the sick leave pool:

1. shall remain in the sick leave pool;

2. are not recoverable by the employee; and

3. the employee will not receive any payment for those unused hours.

E. Organizational Development and Human Resources ("ODHR") will review any sick leave pool open enrollment appeals that an employee may bring forward for consideration and provide recommendations to the Chief Human Resources Officer for review and decision regarding the appeal. This decision will be final on the matters presented, and no further appeals or grievances are available.

III. Full-Time Sick Leave Pool Member Utilization Guidelines

A. A member who has exhausted all of their available sick leave and finds it necessary to be absent from work due to personal illness, accident, or injury, shall provide as much notice to their immediate supervisor or designee along with appropriate documentation and anticipated duration of the absence.

1. Documentation to support any days drawn from the sick leave pool includes either

    a information provided on the sick leave pool form(s) available through ODHR Leave and Access Services; or

    b appropriate medical documentation provided to ODHR Leave & Access Services that supports the need for the absence(s).

2. Family illness is not covered by this program.

3. Elective surgery is excluded from sick leave pool usage. Complications arising out of elective surgery may be eligible for sick leave pool usage if the complications meet the 'serious health condition' criteria as defined in accordance with the Family and Medical Leave Act. For more information, see College Policy 6Hx28: 3D-06.1 Family and Medical Leave.

B. A member requesting to use sick leave pool shall also complete a Certificate of Absence (COA) for sick leave through the Request and Manage My Leave System for review and approval by the immediate supervisor or designee.

C. A member has a maximum number of days they can draw from the sick leave pool in a 12-month period. The first day drawn from the sick leave pool will establish the beginning of a 12-month period. During a draw period, a sick leave pool member will be able to draw from the pool according to the following guidelines, whichever is greater:

    1. A member who has not had a previous draw period will be able to draw from the pool thirty (30) days or the highest number of accrued sick leave days accrued by the member since joining the sick leave pool, up to a maximum of 120 days; or

    2. A member who has had a previous draw from the sick leave pool will be able to draw thirty (30) days or the highest number of accrued sick leave days accrued by the member since their last draw period, up to a maximum of 120 days.

D. A member who is a contractual employee is limited to drawing days from the sick leave pool in accordance with their contract; for example, a faculty member cannot use the sick leave pool during a summer term for which the faculty member does not have a workload.

E. A member receiving Workers' Compensation payments is eligible to receive partial sick leave days from the sick leave pool provided the member has submitted the sick leave pool form or appropriate medical documentation indicating the need for sick leave. The partial sick leave days when converted to cash and added to Workers' Compensation payments may not exceed the employee's salary.

F. A member using the sick leave pool (except in association with separation of employment) will continue to accrue leave for which they are eligible in accordance with College Policy 6Hx28: 3D-03 Total Rewards: Vacation, Sick and Personal Leave for Full Time Employees; however, accrued and unused sick leave must be exhausted before additional days from the sick leave pool may be used by the member.

G. A member eligible to draw days from the sick leave pool shall adhere to the sick leave usage guidelines as outlined in College Policy 6Hx28: 3D-03 Total Rewards: Vacation, Sick and Personal Leave for Full-Time Employees.

    1. The supervisor will connect a member with ODHR Leave & Access Services if the member is absent from work for more than fifteen (15) consecutive work days and based on circumstances surrounding the medical reason. ODHR Leave & Access Services will evaluate the circumstances and determine if the member is eligible for any other potential applicable resources (e.g., Family and Medical Leave, Leaves of Absence).

    2. Should an employee not be eligible for continued leave under an established College process, the supervisor has discretion, after consultation with and approval from ODHR Leave & Access Services, to deny the continued use of paid sick leave from the sick leave pool based on impact to department or College operations.

    3. At the conclusion of the use of sick leave pool or ineligibility for any other established process, the employee must be able to perform all their essential job functions with or without a reasonable accommodation(s). It is the responsibility of the employee to notify ODHR Leave & Access Services should they need to request a reasonable accommodation(s) as outlined in College Policy 6Hx28: 2-02 Workplace Accommodations for Applicants and Employees.

H. Use of sick leave pool days from the sick leave pool will be contingent upon the availability of days in the pool.

IV. Sick Leave Pool members that transfer to another position within the College:

A. Sick Leave Pool members who transfer from a full-time position to another full-time position at the College shall remain a member of the sick leave pool as long as they continue to contribute to the replenishment of the sick leave pool in accordance with Procedures Section V. and do not meet the Sick Leave Pool membership termination conditions as outlined in Procedures Section VI.

B. Sick Leave Pool members who transfer from a full-time position to a part-time position at the College and **are not eligible for terminal pay** shall maintain their sick leave pool membership in an inactive status.

    1. Part-time employees who are inactive members of the sick leave pool are not eligible to draw hours from the sick leave pool and will not be assessed during a replenishment period that falls within the part-time employment (inactive status).

    2. Part-time (inactive) sick leave pool members who transfer back into a full-time position at the College will become an active sick leave pool member once again without the need to re-enroll in the sick leave pool program. The active status will commence effective on the date of the personnel action and the member may once again draw sick leave pool day(s) and contribute to the replenishment of the sick leave pool in accordance with procedures within this policy.

C. Sick Leave Pool members who transfer from a full-time position to a part-time position at the College and **are eligible for terminal pay**, shall be terminated from the Sick Leave Pool program effective on the date of the personnel action.

V. Sick Leave Pool Program Replenishment

A. ODHR shall monitor sick leave pool usage and make recommendations to the Chief Human Resources Officer regarding the need for the replenishment of sick leave pool hours, as needed. The decision to replenish the sick leave pool hours and the assessment of contribution amounts shall be determined by the Chief Human Resources Officer, upon consultation with College senior team leadership.

B. If a decision is made to replenish the sick leave pool hours and assess employee contributions amounts, sick leave pool members shall be notified of this assessment and have the opportunity to remain or resign from the sick leave pool program. Ten (10) days after written notification of this assessment, contributions to replenish the sick leave pool shall automatically be transferred from a full-time member's personal sick leave account without further authorization.

    1. For a member who does not have an adequate number of days to transfer for the pool replenishment, ODHR will monitor the member's sick leave

balance and make the deduction as soon as the member has accrued the required day(s) of sick leave.

C. Any replenishment sick leave days deducted and contributed by each full-time sick leave pool member to the sick leave pool:

1. shall remain in the sick leave pool;

2. are not recoverable by the member; and

3. the member will not receive payment for any contributed unused hours.

VI. Sick Leave Pool Membership Termination Conditions: Sick leave pool program membership may be terminated under the following conditions:

A. A member may cancel their membership from the sick leave pool program at any time by submitting a written request to ODHR. The notice should include the effective date of the sick leave pool program cancellation. (Note: A member who cancels their membership, remains employed in a full-time position, and at the time of the cancellation still owed replenishment day(s) to the sick leave pool program may still be liable for those owed hours. ODHR will monitor the employee's sick leave balance and make the deduction as soon as the member has accrued the required day(s) of sick leave.)

B. Allegations of sick leave pool misuse shall be reviewed by a representative from ODHR. If there is a finding of misuse, the respective sick leave pool member may be required to repay all sick leave credits drawn from the pool, may be subject to removal from the sick leave pool program, and/or may be subject to disciplinary action up to and including dismissal from employment in accordance with College policies and procedures.

Procedure History:
Adopted 10-27-94; Amended 9-27-17; Amended 10-13-22; Amended 1-2-24; Amended 6-3-25; Amended 6-18-26; Formerly 6Hx28:07-15

Date of Last Procedure Review: 06-18-2026