

## **SICK LEAVE POOL**

### **WHAT IS THE SICK LEAVE POOL?**

The Sick Leave Pool (SLP) is a fund of sick leave hours donated by employees to alleviate hardship caused to their fellow employees and their families when a catastrophic illness or injury forces the employee to exhaust all sick leave time earned. You may apply for SLP hours when you or your immediate family has suffered a catastrophic illness or injury. Your absence from work must be anticipated to be at least 45 continuous calendar days in length.

Note: Your immediate family are individuals related by kinship, adoption, marriage or foster children who are living in the same household or if not living in the same household are dependent upon you for personal care or services on a continuing basis. A catastrophic illness or injury is a severe condition or combination of conditions affecting mental or physical health.

### **WHO IS ELIGIBLE FOR THE SICK LEAVE POOL?**

All regular non-probationary employees who are eligible to accrue and use sick leave. You must be meeting job performance requirements and observing work rules to be eligible for SLP. If you are eligible for Workers' Compensation, you are not eligible for SLP.

### **WHAT TIME PERIOD IS COVERED BY SICK LEAVE POOL?**

If you are approved for SLP, you will be eligible to receive one-third of the hours currently in the pool or 90 days which ever is less. The lifetime maximum is 90 days. Generally, SLP hours will be approved for one month at a time. If you are a regular part-time employee, you will be granted SLP hours on a pro-rated basis. Any unused leave will be returned to the Pool when you return to work. The estate of a deceased employee is not entitled to payment for unused SLP time.

When you are approved for SLP, the hours are transferred to your leave account and are treated the same as sick leave hours you have accrued. While on SLP the employer contribution for health insurance will continue and your out-of-pocket expenses will be deducted from your salary as usual. If you are on SLP for an entire month, your vacation and sick leave will continue to accrue, however, they will not be available to you until you return to work.

### **HOW DO I APPLY FOR SICK LEAVE POOL?**

You must complete an application and provide medical certification from a licensed practitioner. Both forms are available in Human Resource Services. The application should be forwarded to Human Resource Services after signed by the Department Chairperson. The Pool Administrator will have five working days from the date the request is received to approve or deny the leave.

**FOR FURTHER INFORMATION ABOUT THE SICK LEAVE POOL, SEE SECTION 6.13 OF THE PERSONNEL POLICIES AND PROCEDURES MANUAL.**