

6Hx19-2.152 SICK LEAVE POOL

The purpose of this Board Rule is to establish Board policy regarding an employee sick leave pool.

Eligible full-time employees of the College may participate in a Sick Leave Pool which allows participants to pool accrued sick leave for disbursement to a participating employee in need of sick leave in excess of the amount he/she had personally accrued. The procedures for implementing this rule are detailed in the College's *Internal Management Memorandum (IMM) #2-15, Sick Leave Pool*.

The following provisions shall apply to the Sick Leave Pool:

1. Participation shall be voluntary on the part of the employee.
2. Any full time employee shall be eligible for participation after one year of full-time employment, provided the employee has accrued a minimum of 80 hours of unused sick leave by the beginning of the open enrollment period.
3. Any sick leave that is pooled based on this rule shall be removed from the personally accumulated sick leave balance of the employee donating such leave.
4. Each participating employee shall make equal contributions to the Sick Leave Pool. The initial contribution shall be 16 hours and shall be due upon election to participate. Additional contributions shall be required as may be necessary to replenish the pool. Any such further contribution shall be required equally of all participants.
5. Any sick leave time withdrawn from the pool by a participating employee:
 - A. must be used only for that employee's personal illness, accident or injury;
 - B. cannot be used for a normal pregnancy, a medical condition covered by Workers' Compensation, or for ordinary elective, cosmetic or reconstructive surgery;
 - C. cannot be used for any illness, accident or injury that directly results from the commission of an illegal act by the employee requesting the credit; and
 - D. cannot be used for any illness, accident or injury that is directly and intentionally self-inflicted.
6. A participating employee will not be eligible to use sick leave from the pool until all

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of the employee’s accrued sick and vacation leave have been depleted.

7. The maximum number of hours that can be withdrawn from the Sick Leave Pool is 480 hours (60 days) in increments of 160 hours (20 days) or as suggested by the participating employee’s physician, during a 365 day period from the first day of Sick Leave Pool use.
8. A participating employee who uses sick leave from the pool will not be required to replenish such leave to the pool except as otherwise provided in this Board rule.
9. A participating employee who chooses to stop participating in the Sick Leave Pool will **not** be eligible to withdraw or receive payment for any sick leave already contributed to the pool.
10. Alleged abuse of the use of the Sick Leave Pool shall be investigated by the Executive Director of Human Resources and a report will be made to the President. On a finding of wrongdoing, the employee shall repay all of the sick leave credits withdrawn from the Sick Leave Pool and shall be subject to disciplinary actions in accordance with District Board of Trustees Rule 6Hx19-2.59 *Disciplinary Action*.

Rule Adopted: 10/21/97; ■6/11/01; ■09/02/08

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Reviewed:

President’s Administrative Leadership Team – Non-Substantive/Editorial: 6/11/18

Legal Authority:

General Authority: Florida Statutes: 1001.64; 1001.65; 1012

Other References:

Law Implemented: Florida Statutes: 1001.64(1)(2)(4)(18)(43)(44);
1001.65(1)(3)(16)(24); 1012.865(6)

Proposer: Timothy L. Beard, President

■President’s Cabinet Approval-Non-Substantive/Editorial