
**LAKE-SUMTER STATE COLLEGE
ADMINISTRATIVE PROCEDURE**

TITLE: Sick Leave Pool

NUMBER: PRO 5-08

REFERENCE: BOARD RULE 5.14

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- a. Employees can join the Sick Leave Pool twice a year during open enrollment dates established by the Benefits Office.
- b. To initially join the Sick Leave Pool, each eligible employee (see Board Rule 5.14 - Sick Leave Pool) must contribute three sick leave days, which will be deducted from the employee's personally accrued sick leave balance.
- c. Once a member of the Sick Leave Pool, no contributions are necessary except where the pool drops below 50% of its maximum number of days; at that time, each member will be required to contribute one additional day. The maximum number of Sick Leave Pool days is equal to the number of participants multiplied by three.
- d. A participating employee must first exhaust all personally accrued sick leave, vacation leave and non-duty days and be out of work at least seven days prior to requesting Sick Leave Pool days. Sick Leave Pool may only be used intermittently under extenuating circumstances. A participating employee may request and use a maximum of 60 Sick Leave Pool days in any 12-month period with no more than 120 days within a three-year period. All Sick Leave Pool time will run concurrent with Federal Family and Medical Leave.
- e. The employee submits a Sick Leave Pool Request form to the Benefits Office. The written request must indicate that the employee has notified his supervisor of the request. The employee must also submit the Family and Medical Leave Physician's Certification form along with the Request.
- f. All sick leave drawn from the Sick Leave Pool shall be used only for the employee's personal catastrophic and extended illness or injury. Family illness, cosmetic or elective surgery, worker compensation, and maternity leave are excluded from Sick Leave Pool usage.
- g. A participating employee may use Sick Leave Pool days in accordance with the number of annual days worked; i.e. Sick Leave Pool days may not be used for non-duty days or off-contract days.
- h. The Benefits office administers the Sick Leave Pool, and the Executive Director of Human Resources shall be responsible for approving the utilization of the Sick Leave Pool based on the availability of days.

- i. The Benefits Manager will assist the Executive Director of Human Resources in the investigation of alleged abuse of the Sick Leave Pool. Where an investigation results in a finding of abuse, the employee shall repay any days wrongfully withdrawn from the Sick Leave Pool and shall be subject to disciplinary action deemed appropriate by the College. The President's Cabinet shall be advised of any such abuse.

New: 12/2001

Revised: 11/07/2006, 04/08/2008, 12/01/2009, 07/21/2015