



COLLEGE OF CENTRAL FLORIDA ADMINISTRATIVE PROCEDURE

Title: Sick Leave Pool

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Implementing Procedure For Policy # 6.19

Date Approved: 04/26/02
Revised Date: 06/17/10

Department: Human Resources

Purpose: To help protect the employee from loss of income due to a catastrophic illness or injury. All full-time employees earn sick leave credit, which in most cases should be sufficient for their needs. The sick leave pool provides a method for the many to protect the very few in a time of great and special need.

DEFINITIONS: For purposes of this procedure, the following definitions apply:

- (a.) A catastrophic illness or injury is a severe condition or combination of conditions affecting the mental or physical health of the employee that requires treatment by a licensed practitioner for a prolonged period that would result in loss of compensation from the college.
 - (b.) A licensed practitioner means a practitioner who is practicing within the scope of his/her license in treating the employee.
 - (c.) The missed work may be continuous or intermittent.
- (1) Participation in the College of Central Florida sick leave pool shall be voluntary. Any full-time employee shall be eligible for participation in the pool, during the annual open enrollment periods only, provided that such employee has met all requirements explained herein. Open enrollment will run from October 1 to October 31 and April 1 to April 30 each year. All application forms must be furnished to the Office of Human Resources by close of business at the end of October and April each year. The employee must have been employed for one continuous year and have accrued sick days as attainable in the contract period, such as Administrators, Professional and Career employees-12 days, 10 month employees-10 days, faculty 8 days, etc.
 - (2) Sick leave may not be advanced for the purpose of contributing to the pool. No individual may join the pool while on sick leave.
 - (3) An employee requesting sick leave pool hours due to a catastrophic illness or injury is not eligible for pool hours until the employee has been under a licensed practitioner's care.
 - (4) A member shall not be eligible to use sick leave from the pool until all of that person's accrued sick leave and vacation leave has been depleted.
 - (5) Each participating employee shall make an initial contribution of 2 days to the pool. The pool shall be considered depleted when the total amount of credits in the pool is 30 days or less. After 10 days of written notice to the individual, contributions to replenish the pool will be automatically transferred from a member's personal sick leave account without further authorization. The pool shall not be replenished more than 2 times in any 12 month period.

An employee who is absent while using leave time withdrawn from the sick leave pool is treated for all purposes the same as an absent employee on earned sick or vacation leave. Sick leave and vacation leave will be used as earned.

- (6) If requesting to withdraw time because of a catastrophic illness or injury, the employee will be required to furnish a statement from the licensed practitioner treating the employee listing the general nature of the illness or injury, prognosis and expected recovery date. Employees must complete the Physician Certification form for this purpose.

- (7) Any sick leave drawn from the pool by a member must be used for the member's own personal illness, accident, or injury (not for illness of dependents nor for extenuating or personal circumstances). Pregnancy shall be an eligible disability for withdrawing leave from the pool, but only for such period of time that the employee is certified by a physician as physically unable to work. Sick leave may not be withdrawn for the purpose of childcare. The sick leave pool does not cover cosmetic or reconstructive surgery unless it is the result of an injury or congenital defect. Elective surgery is excluded from sick leave pool usage.
- (8) A contractual employee is limited to drawing time from the pool in accordance with his/her contract. Individuals cannot utilize the sick leave pool during those times not covered by their base contract.
- (9) Participants receiving workers compensation payments are not eligible to receive sick leave days from the pool for the purpose of increasing any compensation being paid to them under worker's compensation.
- (10) A maximum of 60 days may be withdrawn by a member of the sick leave pool during any 12 month period. The maximum number of days a member may withdraw from the pool is 120 days within any four consecutive years of employment.
- (11) Termination of employment automatically withdraws an employee from the sick leave pool. A member who chooses to no longer participate in the sick leave pool must submit a written request to the Sick Leave Pool Committee Chair and will not be eligible to withdraw any sick leave already contributed to the pool. An employee may request to withdraw from the sick leave pool at anytime, giving at least twenty days (20 days) notice from the time the request is received in Human Resources.
- (12) The sick leave pool program will be monitored by the Sick Leave Pool Committee, which is composed of 4 voting members. A quorum of the Sick Leave Pool Committee shall consist of three (3) members. Terms of members including temporary or permanent replacements, prior to the normal replacement date, will be as determined by the President.
- (13) Amendments to this procedure can be made by approval of a majority of the Sick Leave Pool Committee and will become effective upon approval by the President.
- (14) The Office of Human Resources will be responsible for maintaining all records regarding the sick leave pool, including minutes and sick leave activity of each participating member.
- (15) In the event the sick leave pool is disbanded, all days remaining in the sick leave pool at the time of said action shall be distributed on a pro rata basis to the members of the sick leave pool equally, without regard to length of membership or previous use of the sick leave pool.
- (16) Employees who elect to participate in the 401(a) Deferred Terminal Pay Compensation Plan (Bencor Plan) are automatically removed from the sick leave pool.

This procedure may be modified as deemed appropriate by the College of Central Florida. Users are encouraged to periodically review the procedure as posted on the CF Intranet.

Vice President, Administration and Finance

Date

President

Date