



POLICY TITLE	Sick Leave Pool	Policy Number	355
Section	Compensation and Benefits	Approval Date	February 11, 1999
Subsection	Human Resources	Effective Date	February 11, 1999
Responsible Office	Office of the Vice President of Planning, Budget, and Human Resources		

1.0 PURPOSE

2.0 REFERENCES

3.0 DEFINITIONS

4.0 POLICY

4.1 The University will establish on an as needed basis a reserve or pool of sick leave days to be used by full-time salaried employees. Contributions to the pool will be voluntary only. Draws from the pool will be permitted only in serious/catastrophic cases.

4.2 An employee may not use any combination of his/her own sick leave and the sick leave pool longer than five months without applying for Long-Term Disability and Social Security Disability.

5.0 PROCEDURES

5.1 This pool is to be generated for a specific individual employee at the time of need, strictly on a volunteer basis.

5.2 An employee desiring to contribute to this pool must:

5.2.1 Turn in a short-term leave slip.

5.2.2 In the comments section, explain that the sick leave is to go into a specific employee's pool.



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5.3 Such contributions will be accumulated on a leave record entitled "sick leave pool" to be maintained in Human Resources.

5.4 The leave slips will be treated as regular leave slips as far as deductions from employees' records are concerned.

5.5 Leave will be used on a first in, first used, basis. All unused leave will be credited back to the appropriate employee.

5.6 An employee desiring to draw on the established pool must turn in leave slips as he or she normally would, including the signature of the immediate supervisor, and an indication in the comment section that the leave is requested from an established pool.

5.7 The request will be granted subject to:

5.7.1 The employee having exhausted his or her own available sick leave,

5.7.2 Availability of days in the pool, and

5.7.3 An administrative determination by the department head in consultation with the director, Human Resources that the case is serious/catastrophic.

5.8 All regular procedures must be followed in connection with donating slips and withdrawal slips.

POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity