

**Human Resources  
Policy #2  
Sick Leave Pool  
Version #1.0**

**Effective: 11/03/2022**

**Revised: N/A**

1. **PURPOSE:** To provide participating university employees (Faculty, AMP, and SP) with paid sick leave for catastrophic or serious personal illness or injury from a pool of donated sick leave hours.
  
2. **POLICY STATEMENT:**
  - 2.1. The University President has authorized the Department of Human Resources to establish a single Sick Leave Pool, herein after known as the Pool, for participating full and part-time employees.
  - 2.2. Upon depletion of participating employees' sick, annual, personal holiday, and compensatory leave credit, they may apply for sick leave hours from the Pool for serious or catastrophic personal illness or injury.
  - 2.3. The Sick Leave Pool Benefits Administrator or designee shall extend an invitation to any full or part-time University employee Pool either at their one-year anniversary and/or during the designated annual open enrollment if they meet the requirements.
  - 2.4. Sick leave hours from the Pool shall be granted only for the employee's serious or catastrophic illness or injury
  - 2.5. The Assistant Vice President of Human Resources or designee may reserve the right to request a second opinion from a licensed medical professional.
  - 2.6. No more than the current salary may be received by the employee after all benefits from all applicable programs are applied.
  - 2.7. Participation in the Pool shall be voluntary on the part of any eligible employee. The Pool shall be for the benefit of eligible, participating employees without regard for their pay plan and without regard for salary funding source.
    - 2.7.1. The requirements to become a member of the pool are as follows: Employees must
      - 2.7.1.1. be either full or part-time, and
      - 2.7.1.2. have a minimum of one year of continuous service, and
      - 2.7.1.3. have accrued a minimum of 64 sick leave hours.
  - 2.8. Participation in the Pool does not guarantee hours may be withdrawn from the Pool but rather through meeting the criteria of usage and approval by the Assistant Vice President or designee.

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### 3. CONCEPTS AND DEFINITIONS:

- 3.1. Full or part-time employees: individuals employed on an annual or academic year assignment or an approved sabbatical or leave of absence with pay.
- 3.2. Catastrophic injury or illness is defined as a severe condition or combination of conditions affecting the mental or physical health of the employee which has resulted in a life-threatening condition and/or has had a major impact on life-functions.
  - 3.2.1. Such life-functions shall include, but are not limited to, the loss of physical senses, the loss of physiological processes or the loss of limb.
  - 3.2.2. Personal illness shall also include disabilities which are the result of or are contributed to by pregnancy, miscarriage, or childbirth.
- 3.3. Serious injury or illness is defined as an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility, or continuing treatment by a health care provider.

### 4. RESPONSIBILITIES:

- 4.1. The Assistant Vice President of Human Resources
  - 4.1.1. Oversees the Sick Leave Pool program to ensure that it is being administered accurately according to the policy.
  - 4.1.2. Shall review and approve the sick leave requests that meet the established criteria.
- 4.2. Sick Leave Pool Benefits Administrator
  - 4.2.1. Shall notify employees to join when they are eligible.
  - 4.2.2. Shall approve or deny Pool membership applications.
  - 4.2.3. Shall ensure that the minimum threshold are maintained, balances are accurate, and appropriate parties are notified.
- 4.3. Employee Relations
  - 4.3.1. Shall evaluate applications to use sick leave credits according to established criteria.
  - 4.3.2. Shall notify the employee and appropriate parties of decisions regarding requests to use sick leave credits.
- 4.4. The Employee
  - 4.4.1. Shall submit an application, if they want to participate.
  - 4.4.2. Shall submit a request and provide supporting documentation to receive sick leave credits.
  - 4.4.3. Shall notify in writing to Employee Relations that they no longer need the sick leave credits.

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### 5. PROCEDURES:

#### 5.1. Membership of the Pool:

5.1.1. Any eligible employee who wants to participate in the Pool must apply using the sick leave membership enrollment form in Workday. They must submit the completed form within 30 calendar days from the date of the invitation.

5.1.1.1. Eligible employees who fail to enroll within 30 calendar days from the date of the invitation must wait until the open enrollment period to apply. To remain eligible at that time, they must have a minimum balance of 64 hours of sick leave.

5.1.1.2. Once the membership application is approved, the employee shall contribute 16 hours of sick leave to the Pool.

5.1.1.3. Payroll will need to deduct from the employee's sick leave account.

#### 5.2. Pool Depletion:

5.2.1. When the total credits available in the Pool amount to 160 hours or less, the Pool shall be considered to be depleted. Upon depletion, the Pool member will be notified that 16 hours of sick leave credits will be deducted from their accounts unless they notify otherwise in writing.

5.2.2. The Pool cannot be replenished more than two times in any 12-month period without approval by two-thirds of the membership.

5.2.3. At the time the Pool is depleted, if the participating employee's individual sick leave account is less than 16 accumulated hours, the Department of Human Resources shall deduct the remaining hours totaling 16 hours as they are accrued by the employee. The employee shall not be allowed to use his/her individual sick leave hours until the amount owed to the Pool has been contributed.

5.2.4. A participating employee shall not be allowed to make any contribution of unused or unpaid sick leave from the employee's individual sick leave account at the time of retirement or termination from state employment, or to make any contribution at any time that would be greater than the amount contributed by all other participating employees.

#### 5.3. Use of Pool:

5.3.1. All hours will be disbursed by action of the Assistant Vice President of Human Resources. The request must meet the established criteria of the sick leave pool usage.

5.3.2. All requests for sick leave pool hours will include a review of the employee's past sick leave usage and must be approved by the Assistant Vice President of Human Resources.

5.3.3. Participating employees who have depleted all of their accrued sick, annual, personal holiday, and compensatory leave credits may request sick leave credits from the Pool.

5.3.4. All requests for sick leave credits shall be forwarded to the Assistant Vice President of Human Resources.

5.3.5. A maximum of 160 hours of Pool credits may be granted to an employee for any one request.

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- 5.3.6. A participating employee may be approved for up to 480 hours of Pool credits during any 12-month period.
- 5.3.7. Sick Leave Pool credits will be prorated for part-time employees.
- 5.3.8. Participating employees may designate, in writing, power of attorney or the name of a representative to request sick leave hours from the Pool on their behalf.
- 5.4. Evaluating a Request and Approving Requests
- 5.4.1. Employee Relations evaluates requests for sick leave from the Pool based on, but not limited to, the following criteria:
- 5.4.1.1. The request is from a member of the pool.
- 5.4.1.2. The employee's individual sick, annual, personal holiday, and compensatory leave credits have been depleted, or shall otherwise be depleted during the required sick leave for the employee.
- 5.4.1.3. The request will not cause the participating employee to exceed the maximum number of hours allowable for the 12-month period.
- 5.4.1.4. That any and all disability insurance benefits are coordinated with sick leave pool payments.
- 5.4.2. Employee Relations will notify the employee if the request is approved or denied.
- 5.4.2.1. If request is approved, shall notify employee, timekeeper, payroll, and Sick Leave Pool Benefits Administrator.
- 5.4.2.2. If request is denied, shall notify the employee.
- 5.4.3. The Assistant Vice President of Human Resources or designee evaluates the medical documentation to determine if the injury or illness meets the definition of serious or catastrophic injury/illness.
- 5.5. Reapplication of Sick Leave (if denied)
- 5.5.1. Should any participating employee's request to draw sick leave credits from the Pool be denied, they may reapply one time within 45 days for the same request by providing a new application with additional justification. The Assistant Vice President Human Resources' decision regarding the second application shall be final.
- 5.6. Coordination with other insurances or benefits
- 5.6.1. Employees receiving a workers' compensation benefit also may request sick leave hours from the pool within the limits established by these rules or agreements and this policy. Any hours granted for any one request will be prorated so as not to exceed 160 hours of combined sick leave pool and workers' compensation coverage.
- 5.6.2. Pool payments shall be coordinated with any and all disability insurance benefits the employee may accrue.
- 5.7. Effective Date of Sick Leave Pool and End Date

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- 5.7.1. The effective date of any sick leave granted shall normally be the date of the request for the sick leave or the date the employee's individual sick leave account was depleted, whichever is the later.
- 5.7.2. The employee must notify Employee Relations either prior to or upon their return to work that they no longer need the unused sick leave hours.
- 5.7.3. The payment of sick leave pool hours shall cease, and all unused sick leave hours will be returned to the Pool once the employee no longer needs it.

### 5.8. Termination of Pool Membership:

- 5.8.1. Participating employees may cancel their membership in the Pool at any time by notifying the Assistant Vice President of Human Resources or Sick Leave Pool Benefits Administrator in writing. Any such notice shall include the effective date for the cancellation of membership.
- 5.8.2. Participating employees who retire, resign, or are terminated from the University employment shall be terminated from the Pool effective on the date of the personnel action.
- 5.8.3. Participating employees who have been notified that they need to submit additional sick hours because of the depletion of the bank, may notify the Assistant Vice President of Human Resources or Sick Leave Pool Benefits Administrator, in writing, of their intention to discontinue their membership within 14 calendar days of the date of the notice.
- 5.8.4. Participating employees who terminate from the Pool and owe sick leave hours to the Pool will have those hours deducted from their individual sick leave balance, if such hours are accrued and available.
- 5.8.5. Any sick leave contributed to the Pool by a participating employee shall be forfeited upon the employee's cancellation of membership in the Pool, retirement, resignation or termination from the University.

### 6. ENFORCEMENT:

- 6.1. Alleged abuse of the use of the Pool: shall be investigated by the Assistant Vice President of Human Resources or designee; and if the Assistant Vice President of Human Resources or designee deems it warranted, the participating employee shall repay all sick leave credits drawn from the Pool and may have his/her membership cancelled. In addition, the employee may be subject to disciplinary action in accordance with the applicable University procedures.

### 7. RELATED INFORMATION:

- University Policy 7.5 – Personnel [Policy 7.5](#)
- Sick Leave Pool Enrollment Job Aid Workday
- Sick Leave Application to use Sick Leave Pool Hours [Application to use Sick Leave Pool Hours](#)
- Sick Leave Pool Attending Physician's Statement [Sick Leave Pool Physician's Statement](#)

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Approved and issued by order of:

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Signature on File  
Stacy Volnick  
VICE PRESIDENT OF ADMINISTRATIVE AFFAIRS

DATE: 11/03/2022

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## POLICY MAINTENANCE SECTION

|                             |                      |
|-----------------------------|----------------------|
| <b>Last Revision Date</b>   | N/A                  |
| <b>Last Revision By</b>     | N/A                  |
| <b>Next Review Due</b>      | 11/2025              |
| <b>Review Frequency</b>     | 3 years or as needed |
| <b>Version</b>              | 1.0                  |
| <b>Time-sensitive Items</b> | None noted           |

**THIS POLICY RESCINDS ALL OTHER WRITTEN DIRECTIVES REGARDING THIS TOPIC.**

8. RECORD OF CHANGES/STATUS CONTROL:

| Version | Date     | Summary of Changes | Reviewed By   |
|---------|----------|--------------------|---|
|         | MM/DD/YY |                    | <ul style="list-style-type: none"><li>•</li><li>•</li></ul> |