

Sick Leave Pool Program

Voluntary Donation of Sick Days to Sick Leave Pool

Full time AP, Faculty, Facilities Management or Support Staff employees may voluntarily elect to donate up to five (5) days of excess sick leave accumulation per fiscal year (July 1 – June 30) to their employee group's sick leave pool by submitting the Voluntary Donation of Sick Day form to HR each year. Retiring employees must complete the form prior to the effective date of retirement. As the college's disability insurance has a ninety (90) consecutive day waiting period, the sick day donation option is available to employees who have accumulated more than 90 sick days (720 hours). Employees are eligible to submit for a grant of a maximum of 20 days from the sick leave pool during a five (5) year period if they have a qualifying medical emergency.* Human Resources is responsible for maintaining records documenting the Sick Leave Pool activity including donated days, granted days and pool balances.

Use of Sick Day Pool

*In order to be eligible to request time from the pool an employee must have a medical emergency as defined under the IRS Revenue Ruling 90-29, "a medical condition of the employee or a family member that will require the prolonged absence of the employee from duty and will result in a substantial loss of income to the employee because the employee will have exhausted all paid leave available apart from the leave-sharing plan." An eligible employee may request in writing to be granted up to twenty (20) sick days from the Sick Day Pool, if available, and with the approval of their supervisor and the Director of Human Resources. If Sick Day Pool days are not available, the employee may request to borrow the days. Written requests for more than twenty (20) days must be approved by the College President. The combined maximum of granted and borrowed days under this policy is sixty-five (65) days. A repayment agreement must be signed by the employee for all borrowed days. The total days accumulated, granted, and borrowed cannot exceed one hundred sixty (160) days. The intent of granting and borrowing is to accommodate members who have not accumulated enough sick leave when illness or accidents occur; however, borrowing will not be allowed for delaying the start of long-term disability.

As clarification, the order of sick leave usage is as follows:

1. Employee uses all of the sick (and vacation for AP, MT, SS staff) leave they have in their own bank.
2. Employee then submits a written request to be GRANTED up to 20 days from the donated sick leave pool.
3. Upon review, the Supervisor and Director of HR may approve the requested days to be granted.
4. If there are not sufficient days in the sick leave pool to be granted, the employee may request to borrow (they pay these back as has always been procedure) days of up to 20, beyond 20 (65 max) must be approved by President.

Note: The sick leave pool program will be reviewed annually.