b. If an employee is to use accrued vacation time prior to the end of the accrual period, the department prorates and records the employer’s accrued vacation time prior to its use.

9. Vacation schedules are determined according to the needs of the department. Department supervisors shall determine the appropriate time for employees to schedule vacations. All vacation schedules are subject to control and prior approval of the department supervisor. Employees are required to schedule their vacations so as to not interfere with normal operations of their department as determined by the supervisor. When 2 or more employees request vacations for the same period, the employee with the greater length of service receives priority. Some department’s vacation schedules and accrual may vary due to the nature of the individual positions.

10. In case of an employee’s death, all accumulated vacation leave will be paid to the estate. The payment is calculated at the rate of compensation being paid the employee at the time of death.

11. Employees that change from full-time to part-time will no longer accrue vacation.

12. The supervisor of the employee who has announced his/her resignation may request the employee whose contract/letter will not be renewed to take any accumulated vacation time prior to his/her last day.

13. Holidays – The holiday calendar may vary depending on how the holidays fall on the yearly calendar. The President has the authority to change the College’s holiday calendar as needed.

I. Sick Leave Pool (Effective date: September 1, 2014)

The sick leave pool is a program that allows employees who are eligible to participate in the sick leave program of the College (Policy 4.4, Section C.) to voluntarily transfer sick leave to a sick leave pool. The sick leave pool is intended to assist employees and their families in dealing with catastrophic illnesses or injuries that force the employees to exhaust all of their available leave time. An employee becomes eligible to withdraw time from the sick leave pool if:

- the employee has exhausted their leave time because of catastrophic illness or injury of the employee or a member of the employee’s family, and
- the employee is a participant in the sick leave pool program.
The sick leave pool is established by employee contributions and participation in the pool is voluntary.

1. Definitions
- **Catastrophic illness or injury** is a severe condition or combination of conditions affecting the mental or physical health of the employee or the employee’s family that requires the services of a licensed medical practitioner for a prolonged period of time and that forces the employee to exhaust all leave time earned by that employee.

- **Licensed Medical Practitioner** means practitioner, as defined in the Texas Insurance Code, who is practicing within the scope of his or her medical license.

- **Family** is defined as those individuals related by kinship, adoption, marriage, or foster children (who are so certified by the Texas Health and Human Services Commission) who are living in the same household, or if not in the same household are totally dependent upon the employee for personal care or services on a continuing basis.

2. Eligibility and Limitations
- Employees who are eligible for sick leave benefits are eligible to participate in the sick leave pool. All eligible employees may enroll during an initial enrollment period (the dates of which will be announced), or the open enrollment period, which will be held each year from January 1 – January 31 and August 1 – August 31. New, full-time employees can voluntarily enroll in the sick leave pool upon their completion of six (6) months of employment and an accumulation of five (5) days (40 hours) of leave time. Following enrollment, there will be a 60 day waiting period before a withdrawal from the sick leave pool for all applicants. Eligibility will continue, provided the employee donates at least one (1) day (8 hours) of accumulated leave time each subsequent fiscal year; however, additional accumulated sick leave or accrued sick leave days may be donated as desired, up to the annual maximum allowance. To enroll, an employee must complete an application and submit it to Human Resources.

- To participate in the pool, an employee must contribute at least 1 day (8 hours) after becoming eligible. The maximum annual allowance to the pool is 3 days (24 hours).
The maximum number of days available to be drawn from the pool is 30 days (240 hours) in a fiscal year (September through August), or not more than one-third (1/3) of the total balance in the pool, whichever is less.

- Donated accumulated sick leave contributed to the pool becomes the property of the College and may not be withdrawn, targeted for specific individuals, or returned to an employee.

- Use of benefits from the sick leave pool is considered under the provisions of the Family and Medical Leave Act (FMLA), and any use is calculated within the twelve weeks of leave provided under this Act for an employee.

- Any unused balance of sick leave pool hours granted to the employee returns to the pool.

- Employees may not receive sick leave pool hours while receiving any other compensation or compensation from lost wages. (This includes short term disability, long term disability, benefits paid under Workers’ Compensation claims, or earned sick or vacation leave.

- The estate of a deceased employee is not entitled to payment for unused time withdrawn by the employee from the sick leave pool.

- Participants in the sick leave pool shall lose the right to use benefits from the pool upon any of the following:
  - termination of employment,
  - suspension without pay during the period of suspension,
  - abuse of the rules of the pool, or
  - falsification of any document or statement required under the rules.

3. Administration
- The sick leave pool shall be administered by the Director of Human Resources. As the administrator, the Director of Human Resources shall review requests for sick leave pool usage for appropriateness and eligibility. An employee may draw from the pool only with the approval of the pool administrator. Supporting documentation from a medical practitioner must be submitted for approval to be granted.
• The Director of Human Resources shall establish such other procedures that may be required to operate the pool fairly and efficiently. All such procedures shall be approved by the Cisco College Executive Council. Please see B14 for operational procedures and associated forms.

4. Procedures
• An employee must be on approved FMLA Leave prior to requesting time from the Sick Leave Pool.

• All requests for sick leave pool time due to catastrophic illness or injury of the employee or qualified family member must be accompanied by a physician’s statement which states the beginning date of the condition, a description of the illness or injury, a prognosis for recovery, and the anticipated date the employee will be able to return to work.

• If the time being requested for use is to care for a qualified family member or an individual residing in the employee’s residence for whom the employee is the primary caregiver, the request must also include the relationship, where the family member resides, and a physician’s statement giving details of the illness or injury and a statement concerning to what extent the family member or individual resident is totally dependent on the employee on a continuing basis.

• The Office of Human Resources is responsible for processing the request and securing a determination.

• The Office of Human Resources shall notify the employee and supervisor of the decision regarding the Request for Sick Leave Pool hours.

• The Office of Human Resources shall ensure that the employee’s approved time is counted in the College’s time reporting system.

• The immediate supervisor shall ensure that an eligible employee is advised of the program.

• The immediate supervisor shall ensure that, upon approval, the employee’s time is submitted accurately and reported by the use of Absence Reports, not less than once per month to account for all days absent during that month.
• The estate of a deceased employee is not entitled to payment for unused time withdrawn by the employee from the sick leave pool.

5. Confidentiality

• All information regarding the Sick Leave Pool Request and donations shall be treated as confidential information in accordance with HIPPA and other applicable laws.