



## ***Highlights of Sick Leave Pool Policy & Procedures***

Enrollment Periods for eligible employees to become a member of the Sick Leave Pool are **August 1-31** and **January 1-31**. These are the only windows of opportunity to enroll.

### ✓ **Who is eligible?**

- Full time employees are eligible for sick leave pool.
- New employees must have completed six months of Employment and accrue a minimum of 5 days (40 hours) of sick leave.

### ✓ **How do I enroll?**

- Complete and submit the **SLP Donation and Enrollment Form**.
- Donate at least 8 hours of Sick Leave on the Enrollment Form.

### ✓ **How do I qualify or apply to use SLP hours?**

- Satisfy the 60-day waiting period following enrollment
- Apply to be on approved Family Medical Leave Act Leave (FMLA)
- Exhaust all paid leave
- Complete the application for SLP hours, sign and date all necessary areas.
- Have your doctor complete the “Licensed Medical Practitioner Certification Form.”
- Submit the completed application and LMPCF to the HR Office for approval. Maximum number of days available for use is 30 per year.

### ✓ **How do I maintain membership?**

- Donate at least 8 hours of Sick Leave each year.
- Maximum donation per year is 24 hours.