

B-16: SICK LEAVE POOL OPERATIONAL PROCEDURES AND FORMS

Supervisors of employees should review and become familiar with the Sick Leave Pool Policy and Procedures and be able to assist their employees in determining eligibility, assist with enrollment forms, submitting annual contributions to maintain membership, and applications for use of the Sick Leave Pool.

1. Eligibility to Become a Member of the Sick Leave Pool (SLP)

- a. An employee must be eligible for sick leave benefits (full time administration, staff, or faculty).
- b. Enroll during the open enrollment period (either January 1-31; or August 1-31) using the SLP Enrollment/Donation Form provided herewith.
- c. New full-time employees can enroll during the January or August open enrollment periods (whichever is closer) only after they complete *six months* of employment and accumulate a *minimum of 5 days sick leave* time.
- d. Following enrollment of a current employee or a new employee, there will be a 60-day waiting period before a SLP Application can be made. After the 60-day waiting period has been satisfied, a SLP Application will be received by the employee and a determination made by the Director of Human Resources.

2. Enrollment

- a. Employees that satisfy the eligibility requirements in section 1., above, may complete the SLP Enrollment/Donation Form (included at the end of these procedures) to enroll in the Cisco College SLP during one of the identified enrollment periods (Jan or Aug).
- b. **To maintain current membership**, an employee must donate at least one day (8 hours) of accrued sick leave time each subsequent fiscal year (Sep – Aug) following enrollment. The minimum donation is 1 day (8 hours) and the *maximum donation* per employee per fiscal year is *3 days (24 hours)*.
- c. The specified SLP donation times are the same as enrollment (January 1-31 and August 1-31).
- d. Once an employee donates hours to the SLP, the hours cannot be returned to the employee but become the property of the Cisco College SLP.

3. Donations

- a. An employee will be required to complete the Enrollment/Donation Form for each donation they wish to make and check the appropriate boxes to indicate the number of hours they are donating. Twenty-four (24) hours of Sick Leave is the maximum donation allowed per employee per year.
- b. Donation Forms will be received in the HR Office for processing as specified in 2c. above.

4. How to Apply for Hours from SLP:

- a. Employee should consult with the **supervisor** who must ensure that the employee or the family member of the employee satisfies the definition of having a catastrophic illness or injury (see Definitions in Policy 4.4 Leaves of Absence, L. Sick Leave Pool, 1. Definitions), and ensure that if the SLP Request applies to an eligible family member, ensures that the family member qualifies under the definition of "Family" (Policy 4.4 Leaves of Absence, L. Sick Leave Pool, 1. Definitions).
- b. Employee requesting hours from the SLP must be on approved Family Medical Leave Act (FMLA) leave (within the maximum 12 weeks allowed per rolling year) and must have *exhausted all paid leave* (to include sick and vacation, as applicable).
- c. Employee must not be on any other compensation or compensation from lost wages (Worker's Compensation, Sick Leave, or Vacation) in order to apply for an assignment of hours from the SLP.
- d. Employee will complete the SLP Request Form, along with a completed and signed Medical Licensed Practitioner Certification. The SLP Request Form must be signed and dated by the employee and the employee's **supervisor**. (The Medical Licensed Practitioner Certification must be signed and dated by the employee and the Medical Licensed Practitioner.)
 - i. Both completed documents must be submitted *together* to the Director of Human Resources to constitute a complete application to request SLP Hours.
 - ii. Any unsigned/undated forms will be returned to the submitter, and will delay the evaluation, consideration, and approval of the request.
- e. Maximum number of allowable days from the SLP to one employee is 30 days or 240 hours in a fiscal year (Sep – Aug). (The FMLA Rolling Year will also be considered in the determination, calculation and approval/disapproval.)

- f. If an employee is granted 30 days from the SLP, the employee would not be eligible for any further approved withdrawals until the next fiscal year and approved FMLA Leave Event within the FMLA respective rolling year.

5. Administration of the Sick Leave Pool (SLP)

- a. The SLP will be administered by the Director of Human Resources. As administrator, the HR Director and HR Staff Employees will:
 - i. Facilitate Enrollment during the months of August and January
 - ii. Determine eligibility for enrollment
 - iii. Track and Review all enrollments, contributions, and SLP Requests
 - iv. Properly post and record enrollments and donations within the Poise Leave Maintenance System. An employee can check their leave balance through Campus Connect and “see” the donation(s) made to the SLP.
 - v. Determine eligibility for SLP Requests based on the Application to Request SLP Hours and submission of the Certification from the Medical Licensed Practitioner.
 - vi. Approve/disapprove all requests using the criteria articulated in 3. above.
 - vii. Notify Employee and Employee’s Supervisor as to the final status of the application (approved/disapproved) as soon as a determination is made.
- b. The HR Office will email all full-time employees twice a year (Aug/Jan) to remind them of SLP open enrollment and donations. The responsibility lies with the employee to read email and respond within the required time to enroll or make a required donation to maintain membership.

SICK LEAVE POOL FORMS*

- ❖ **Donation and Enrollment**
- ❖ **Application to Use Sick Leave Pool Hours**
- ❖ **Licensed Medical Practitioner Certification for Sick Leave Pool**
- ❖ **Absence Report**

*These four forms are all available only by going to the campus Intranet (available only on campus computers).

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- **Absence Report**