

## **SICK LEAVE POOL PROCEDURES**

**Purpose:** The University President authorizes the establishment of a single Sick Leave Pool for participating employees who are in a leave accruing position. Upon depletion of any available leave balances, and after the approval of the Sick Leave Pool Committee, participating employees may draw upon the Sick Leave Pool for their personal catastrophic/serious illness, accident, or injury. Participation in the Sick Leave Pool is voluntary on the part of any eligible employee.

### **A) Administration of the Sick Leave Pool**

1. Administration of the Sick Leave Pool will be by the Sick Leave Pool Committee reporting to the Benefits Administrator or the Senior Associate Vice President of Human Resources.
2. The Sick Leave Pool Administrator, designated by the University President, serves as a resource to the Committee, does not vote, except in a tie, and acts as a liaison with Human Resources (HR) and Information Technology Services (ITS).
3. The Committee is composed of six members appointed by the President to include: four University Work Force employees and two Faculty shall be appointed to the Committee by the President or designee. Any member who misses more than two regularly scheduled consecutive meetings without cause will be asked to resign. Members of the Sick Leave Pool serve two-year staggered terms.
4. The chair is elected from the voting membership annually by the voting members by June 1 to assume duties by July 1, or the beginning of the fall academic term. The outgoing chair is responsible for coordinating election of a new chair. The incoming chair is responsible for calling the initial meeting and relaying all necessary information relating to specific responsibilities and time lines.
5. Any member of the Committee who applies to utilize leave credits from the Sick Leave Pool shall not vote on his/her own request.
6. Should any applicants to the Sick Leave Pool have their membership denied or have their request to draw sick leave credits from the Sick Leave Pool denied, the employee has the right of appeal according to the following process.
  - a. Forward a written appeal to the Committee within five work days of receipt of notification of denial, citing specific reasons why the denial should be reversed.
  - b. The Committee reevaluates the application and written request.
  - c. If the appeal is denied by the Committee, the employee may appeal to the Senior Associate Vice President of Human Resources, whose decision is final.
7. The Sick Leave Pool may be terminated by a two-thirds majority vote of the membership and the balance of sick leave hours remaining in the Sick Leave Pool are divided equally among the members at the time of termination and transferred to the employee's individual sick leave balances maintained by Human Resources.

### **B) Membership in the Sick Leave Pool**

1. All leave accruing UWF employees, after completion of one year of employment with the University, are eligible to join, provided they have a minimum of 64 hours of sick leave.
2. Employees who desire to participate in the Sick Leave Pool must apply, using the enrollment form, to the Administrator for membership. No employee shall be unreasonably denied membership in the Sick Leave Pool. University employees who have their application for enrollment rejected may reapply during the next enrollment period, if the employee is eligible during the enrollment period.

3. Employees may apply for membership in the Sick Leave Pool at any time after they have reached one (1) year of employment and have a minimum of 64 hours of available sick leave.
4. Each participating employee contributes sixteen (16) hours (pro-rated for part-time) of sick leave at the time the application is approved by the Benefits Administrator. Hours are deducted from the employee's sick leave balances by Human Resources.
5. Sick leave hours contributed to the Sick Leave Pool are irrevocable and are not returned upon separation from the program or the University.
6. Membership in the Sick Leave Pool is terminated as follows:
  - a. Participating employees may cancel their membership in the Sick Leave Pool at any time by notifying the Benefits Administrator in writing.
  - b. Participating employees who retire, transfer (except as in C. 5.), terminate, or are terminated from University employment are terminated from the Sick Leave Pool.
  - c. Participating employees who are found to be abusing the Sick Leave Pool may be terminated from the Sick Leave Pool.

#### **C) Maintenance of the Sick Leave Pool**

1. Maintenance of the Sick Leave Pool is the responsibility of the Benefits Administrator.
2. When the total credits available in the Sick Leave Pool amount to 80 hours or less, the Sick Leave Pool is depleted.
3. Participating employees may not apply any conditions or restrictions on any sick leave hours they may contribute to the Sick Leave Pool. All sick leave hours in the Sick Leave Pool will be disbursed by action of the Committee.
4. Any sick leave contributed to the Sick Leave Pool by a participating employee shall be forfeited upon the employee's cancellation of membership in the Sick Leave Pool, retirement, termination from state employment, or termination from the University. (...unless transferred according to paragraph 5, below.)
5. An employee, who moves to another position in state government may transfer from the University Sick Leave Pool to another state agency sick leave pool, provided the eligibility criteria are comparable to the Sick Leave Pool receiving credits and no more than eight hours are transferred.
6. Upon termination from UWF and before the final calculation for cash out of unused sick leave hours is conducted, a SLP member may contribute up to 16 hours to the SLP.
7. If the available hours in the Sick Leave Pool reaches zero, the Sick Leave Pool will be terminated and a new Sick Leave Pool will be established. Current Sick Leave Pool members will need to reapply to the new Sick Leave Pool following the established procedure.

#### **D) Use of the Sick Leave Pool**

1. Participating employees requiring hospitalization or extended medical care as the result of any catastrophic/serious injury or illness, which exhausts all accrued leave, may request permission to use sick leave hours from the Sick Leave Pool. Qualifying conditions include, but are not limited to, major illness or injury, recovery from medical procedures, pregnancy-related conditions, and exposure to a contagious disease that may pose a risk to others.
2. Sick leave hours from the Sick Leave Pool may be granted only for the employee's personal catastrophic/serious illness, injury, accident, or exposure to a contagious disease which would endanger others.
3. Participating employees who have depleted all their accrued leave may request sick leave credits from the Sick Leave Pool.

- a. All requests for sick leave credits go to the Benefits Administrator.
  - b. A maximum of 160 hours (20 days) may be granted for any one request.
  - c. A participating employee who withdraws sick leave hours from the Sick Leave Pool shall not be required to replace those hours.
  - d. Participating employees may designate a representative to request sick leave on their behalf in writing to the Benefits Administrator.
4. All requests must be supported by appropriate documentation from a licensed medical provider.
  5. Total compensation received, including Sick Leave Pool benefits and any other applicable benefits, may not exceed the employee's regular salary, or the proportional equivalent for part-time employees.
  6. Employees are not required to repay Sick Leave Pool hours received.

**Resources/Documentation:**

- [Sick Leave Pool Application](#)
- [Sick Leave Pool Credit](#)
- [Sick Leave Pool Donation](#)

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