

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Sick Leave Pool	NUMBER: 04-30
AUTHORITY: Florida Statute: 1001.64, 1001.65, 1012.865(6) Florida Administrative Code: 6A-14.0261	SEE ALSO: <ul style="list-style-type: none"> • Board Policy 04-27 and Administrative Procedure 04-27AP: Absence from Duty • Board Policy 04-38 and Administrative Procedure 04-38AP: Maternity Leave • Board Policy 04-39 and Administrative Procedure 04-39AP: Parental Leave
DATE ADOPTED: 12/01/97; Revised 11/22/10	

A. Eligibility and Enrollment in the Pool

Any full-time employee shall be eligible for participation in the Pool after one (1) year of employment with the College provided that the employee has accrued at least twelve (12) days (96 hours) of accumulated sick leave. Upon enrollment, each participating employee shall make an initial contribution to the Pool of two (2) days (16 hours) from accrued sick leave.

The Human Resources Department shall notify each employee who is eligible to join the Pool concerning the enrollment process and dates. Enrollment in the Pool shall be open during the annual enrollment period of October 15 through 31.

Participation in the Sick Leave Pool shall be voluntary.

B. Use of the Pool

Sick Leave Pool hours must be used for the member's own personal illness, accident or injury.

Use of sick leave from the Pool requires a physician's statement verifying the period of time an employee is unable to work.

Use of leave from the Pool shall at all times be contingent upon the availability of days in the Pool. A participating employee shall not be able to use sick leave from the Pool until all the employee's accrued sick leave has been depleted. The maximum number of days for which an employee may draw sick leave from the Pool shall be limited to ten (10) times the amount of sick leave days that the participant has contributed. A participating employee who uses sick leave from the Pool shall not be required to recontribute leave days to the Pool, except as provided for the replenishment of the balance.

C. Replenishment of the Pool

Contributions shall be made to replenish the overall Pool balance or to replenish an individual account.

The replenishment of the overall Pool balance shall be equally required of all members. The Vice President for Administrative Services shall authorize a call for replenishment when the balance is less than fifty (50) percent of the enrollment contributions balance. Each call for replenishment shall be for one (1) day (eight hours) from each participant in the Pool.

If at the time of replenishment, a member does not have the sufficient number of days to make the required one day contribution, the member shall automatically be withdrawn from the Pool until enough sick leave is accumulated by the employee to make the required replenishment contribution for immediate reinstatement.

A member may replenish an individual account during the open enrollment period if the balance of usable Sick Leave Pool hours is less than forty hours for that member and the member has accrued twelve (12) days or ninety-six (96) hours of regular sick leave.

A member's contribution rate to replenish an individual account to a maximum of 160 hours will be one hour of regular sick leave for every ten (10) hours or fraction thereof of Sick Leave Pool hours.

D. Withdrawal from Membership in the Pool

An employee may withdraw from the Pool during the annual enrollment period (October 15 - 31) or at the time of a call for replenishment of the Pool. An employee shall be withdrawn from the Pool upon termination of employment or death. An employee who withdraws from the Sick Leave Pool shall not be eligible to withdraw any sick leave already contributed to the pool.

E. Administration of the Pool

The Human Resources Department shall maintain complete and accurate records of the Pool. Each enrollment, contribution, use of leave, and withdrawal by participating members shall be documented on a signed form.

The Human Resources Department shall investigate any alleged abuses of the Pool and shall report its findings to the Vice President for Administrative Services. The Vice President shall determine if the Pool has been abused, and if so, the offending employee shall repay all sick leave used from the Pool and shall be subject to other disciplinary action as provided by the rules of the Board.