



Policy Manual

Title: Sick Leave Pool	Number: 6Hx2-3.08
Legal Authority: Fla. Statutes 1012.865(6)	Page: 1 of 2

GENERAL STATEMENT

In order to provide an expanded sick leave benefit to all eligible full-time employees, Broward Community College (the College) shall maintain a voluntary Sick Leave Pool (also referred to as Pool). The purpose of the Pool is to provide additional sick leave benefit to participating employees who have exhausted all of their accrued leave due to extended personal illness.

THE POLICY and THE FACULTY AND STAFF.

Membership. Voluntary participation shall be open to individuals who have been employed full time for at least one continuous academic year and who have accrued a minimum of eight days of sick leave. Each participant in the Pool shall donate two days of accrued sick leave to the Pool and have his/her personal sick leave accrual reduced by the same amount. Open enrollment for the Pool shall occur during an announced open enrollment period . All eligible employees who wish to join the Pool must apply for membership during the open enrollment period. Employees may not join the Pool while on sick or Family & Medical (FMLA) leave. If the Pool becomes depleted, each participating member shall contribute an additional one day of sick leave and have his/her personal sick leave accrual reduced by that amount. The Pool shall be considered depleted when the total number of credits in the Pool is 30 days or less. The Pool shall not be replenished more than two times in any 12-month period.

Use of the Sick Leave Pool. The use of Pool credits is limited to the employee's personal illness, accident, or injury. Pool credits cannot be used for maternity leave due to normal pregnancy, or for the illness, accident or injury of a family member or dependent. Members who seek to draw days from the Pool must submit an application and a completed physician's statement to Human Resources. Employees must have been absent from scheduled work days for a minimum of 20 duty days and must have exhausted all accrued sick leave and vacation leave before being eligible to apply for Pool credits. An employee may apply for a maximum of 20 days credit at any one time. A maximum of 40 days may be requested by an individual employee for each separate disability. In no event shall Pool credits be provided for absences beyond the 90th calendar day of disability. All hours that are used from the Pool will be counted as medical leave under the Family Medical Leave Act (FMLA).

Employees shall earn applicable vacation and sick leave while utilizing the Pool. Once accrued, the sick leave must be exhausted before additional days from the pool are used.

Participating employees may resign from the Pool at any time. Upon resignation from the Pool or from the College, all contributions to the Pool and rights to receive leave credits from the Pool shall be forfeited. An employee may donate to the Pool up to 16 hours of unused sick leave from

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his/her sick leave balance at the time of retirement or termination from the College. A participant who resigns from the Pool or the College and seeks re-enrollment in the Pool must meet eligibility requirements in order to reenroll.

Applications to join the Pool and applications for the use of sick leave pool credits shall be made to Human Resources, Employee Benefits Office. Applications may also be obtained from Human Resources, Employee Benefits Office.

Sick Leave Pool Committee. The Committee shall be comprised only of employees participating in the Pool. Resignations from the Pool shall also constitute resignation from the Committee. Committee membership shall be determined in the following manner:

- The President of the College shall appoint three members from the administrative staff.
- The President of the United Faculty of Florida shall appoint three members of the bargaining unit.
- The President of the College shall appoint three professional and technical staff.

The decision to grant Pool credit to participating employees is made by the Committee. The Committee shall issue an annual report to each participating employee showing the usage of the Pool and the current balance of sick leave credits. The Committee shall develop policies and procedures for the operation of the Pool, and make recommendations to the Vice President for Human Resources & Equity within the limits stated herein.

IMPLEMENTATION and OVERSIGHT.

The Vice President for Human Resources and Equity has responsibility for the implementation and oversight of this policy.

VIOLATION OF POLICY.

Policy violations and appeals shall be investigated by the Vice President for Human Resources and Equity and/or his/her designee and on a finding of wrongdoing, the employee shall repay all of the sick leave credits wrongfully drawn from the Pool. Such abuse shall also subject the employee to appropriate disciplinary action up to and including termination.

DEFINITIONS

Family & Medical Leave Act of 1993 (FMLA) see Policy 6Hx2-3.11, Employee Leave.

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**Approved by the
Board of Trustees**

Date
05/01/08

President's Signature

J. David Anthony Jr.

Date
05/01/08