

JACKSONVILLE STATE UNIVERSITY
Manual of Policies and Procedures

POLICY NUMBER: I:02:22

DATE: December 2015

REVISION/REVIEW DATES:

SUBJECT: Sick Leave Pool

APPROVED: John M. Beehler, President

POLICY

This policy governs the maintenance and utilization of hours from the Jacksonville State University (JSU) Sick Leave Pool (SLP). Participation in the Sick Leave Pool is voluntary and may be terminated by the employee by submitting written documentation to the Department of Human Resources.

PURPOSE

The purpose of the Sick Leave Pool Policy is to provide eligible JSU employees with an emergency pool of sick leave hours which could be used for their own catastrophic illness or injury, or that of an immediate family member, and to mitigate the impact of lost wages and enable the employee to concentrate on recovery.

DEFINITIONS

Catastrophic Illness or Injury is defined as a severe/acute condition or combination of conditions that affect the health of the employee or the employee's immediate family member and results in a life-threatening or life function altering condition and requires an extended period of absence from work, including such an impairment proximately resulting from pregnancy (miscarriage, childbirth and/or recovery thereafter).

Immediate Family is defined as spouse, qualified domestic partner, children (including foster or stepchildren), parents (including stepparents), siblings (including stepbrother and stepsister), grandparents, and grandchildren.

Serious health condition: an illness, injury, impairment, or physical or mental condition that involves:

- any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility; or
- a period of incapacity requiring absence of more than **three calendar days** from work, school, or other regular daily activities that also involves continuing treatment by (or under the supervision of) a health care provider; or
- any period of incapacity due to pregnancy, or for prenatal care; or
- any period of incapacity (or treatment therefore) due to a chronic serious health condition (e.g., asthma, diabetes, epilepsy, etc.); or
- a period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective (e.g., Alzheimer's, stroke, terminal diseases, etc.); or,
- any absences to receive multiple treatments (including any period of recovery therefrom) by, or on referral by, a health care provider for a condition that likely would result in incapacity of more than three consecutive days if left untreated (e.g., chemotherapy, physical therapy, dialysis, etc.).

ELIGIBILITY FOR MEMBERSHIP

An employee may elect to participate in the SLP by completing a Sick Leave Pool Enrollment Form-40 during the annual open enrollment period (July 1st –August 31st).

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To participate in the SLP, an employee must:

1. Be eligible to accrue sick leave,
2. Have completed one (1) year of continuous service with the University,
3. Complete a Sick Leave Pool Enrollment Form during the annual enrollment period,
4. Have a minimum of 96 hours of accumulated sick leave at the time of enrollment in the SLP, and
5. Donate an initial 16 hours to the SLP.

Participation in the SLP shall be voluntary on the part of any eligible employee.

SLP membership is contingent on an annual donation of a minimum of 8 hours.

SLP members must maintain a minimum of 80 hours.

SLP members may cancel their membership at any time and must do so by notifying the SLP Administrator in writing.

Any SLP hours contributed to the pool shall be forfeited upon the member's cancellation of membership or separation from University employment.

Any employee leaving the University will be allowed to donate unlimited unused sick to the SLP.

Withdrawal of SLP Benefits. To be eligible to receive benefits through the **SLP**, a **SLP** member must first exhaust any and all accrued sick, annual, and compensatory leave.

The requesting employee (**or immediate family member**) must be suffering from a catastrophic illness or injury, as certified by a licensed healthcare provider and documented on the appropriate Family Medical Leave Act form.

The requesting employee must submit a completed **Sick Leave Pool Benefits Form 40** with appropriate signatures and supporting documentation to the Department of Human Resources.

The SLP members will only be allowed to use a maximum of 240 hours annually on a 12-month rolling year. JSU measures the 12-month use period by a rolling 12-month method, measured backward from the last date SLP leave was used.

The SLP Administrator shall determine the employee's leave award amount based on the eligibility criteria established in this policy, the employee's requested amount, and the availability of accrued leave in the sick leave pool.

EXCLUSIONS AND LIMITATIONS

- Employees who are not eligible to accrue sick leave hours may not participate in the **SLP** program.
- Participating employees will immediately forfeit their right to **SLP** benefits due to any one of the following:
 - Termination of employment
 - Voluntary cancellation of participation
 - Abuse or misuse of accrued sick leave

RESPONSIBILITY

The Department of Human Resources is responsible for this policy.

EVALUATION

The policy will be reviewed annually by the Executive Director of Human Resources.