

UCF-3.0261 Faculty and A&P Sick Leave Pool.

(1) General. The purpose of this regulation is to establish a sick leave pool to allow full-time and part-time Faculty and A&P employees to voluntarily pool a portion of their unused sick leave and, upon depletion of their own sick, annual and compensatory leave, to draw leave credits from the pool as prescribed below.

(2) Membership.

(a) Initial membership in the Faculty/A&P Sick Leave Pool requires continuous employment with the University, in a benefits-earning position, for more than one year, and a balance of at least 64 hours of unused sick leave. In addition, an employee who wishes to join the pool will be required to donate sixteen (16) hours of unused sick leave time to the pool upon acceptance to the pool.

(b) Applications for membership shall be made in writing and addressed to the pool administrator.

(c) Open enrollment to the Faculty/A&P Sick Leave Pool will be held during March and September of each year or at such other times as may be prescribed by the sick leave pool committee.

(d) No employee shall be unreasonably denied enrollment in the sick leave pool.

(3) Administration.

(a) The president will appoint at least six Faculty or A&P employees who have elected to participate in the pool to serve as the pool's committee. In addition he will appoint another participating employee to serve as pool administrator. Appointments will be for a two year period.

(b) All decisions of the committee shall be made by majority vote of those present and shall require assent by at least three members. The committee's findings shall be reported to the

pool administrator who shall have the authority to approve the committee's recommendations and to cast the deciding vote in case of a tie vote within the committee.

(c) The pool shall be administered as follows:

1. Participating employees who require hospitalization or extended medical care as the result of catastrophic injury or illness that exhausts all of their accrued personal sick, annual, and compensatory leave credits and which results in serious or major medical or health problems, may request permission to utilize leave credits from the pool.

2. All requests for sick leave pool credit utilization shall be made in writing by, or for, the employee and shall be accompanied by medical verification of the injury or illness. These requests shall be reviewed by the pool committee which shall decide the number of pool leave credits that may be utilized in each case.

3. After each 20 day utilization the employee must request additional sick leave pool credits by submitting new medical forms. Each time an employee requests another 20 days of sick leave pool credit, committee members shall reapply the definition of catastrophic as it applies to the most current request.

4. The maximum number of sick leave pool credits which may be granted to a full-time employee shall be sixty (60) days in increments of twenty (20) days or, as stated in hours, 480 hours in increments of 160 hours. If a part-time employee participates in the pool, then the maximum number of sick leave pool credits which may be granted to such an employee with a qualifying medical need will be prorated to the FTE of that employee.

5. There shall be a two-week period following depletion of an individual's personal sick, annual and compensatory leave credits before pool credits may be used.

6. Employees who are not members of the sick leave pool at the time of a qualifying illness or injury shall not be eligible to utilize sick leave pool credits. Exceptions to this limitation may be made by the president after review and recommendation by the sick leave pool committee and the pool administrator.

(4) Maintenance of sick leave pool. The pool shall be maintained in accordance with the following:

(a) The sick leave pool shall become inactive if the membership in the pool drops below 50 employees. Should the pool become inactive, the remaining leave credits shall be prorated equally among the membership at time of inactivation. The sick leave pool can thereafter only be reactivated if a minimum of 50 employees agree to participate in the pool by each depositing sixteen (16) hours of accrued sick leave into the newly formed pool.

(b) When the total credits available in the pool amount to 320 hours or less, the pool shall be considered to be depleted. Upon depletion, the pool members will be notified that an additional sixteen (16) hours of sick leave credit will be deducted from their account unless they inform the pool administrator (in writing within two weeks of the date of the notice), of their intention to discontinue membership.

Authority: BOG Regulation 1.001. History—New 12-12-83, Formerly 6C7-3.261, Amended 1-6-93, 3-16-03; Formerly 6C7-3.0261, Amended 5-11-09, 8-30-10.