

UCF-3.026 USPS Sick Leave Pool.

(1) General. The purpose of this regulation is to establish a USPS Sick Leave Pool to allow full-time and part-time 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 in subsections (2) and (3) below.

(2) Membership.

(a) Application for membership shall be in writing addressed to the pool administrator.

(b) Membership shall be allowed only during open enrollment periods conducted during March and September of each year or at such other times as may be announced by the president or the pool administrator to meet program needs.

(c) All full-time and part-time USPS employees who have been continuously employed with the University for more than one year are eligible for membership in the USPS Sick Leave Pool.

(d) To enroll in the USPS Sick Leave Pool, an eligible full-time employee must have at least sixty-four (64) hours of unused sick leave at the time of enrollment; and contribute the amount of sick leave established by the committee. An eligible part-time employee must have a proportionate sick leave balance and contribute a proportionate amount of sick leave based on their FTE at the time of enrollment. Should a member's FTE change to full-time, the employee must contribute an additional amount equal to other full-time members.

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

(3) Administration.

(a) The Director of Human Resources will appoint four USPS employees who have elected to participate in the pool to serve as the pool's committee. Each will be appointed to

serve alternating two year terms. A fifth member will be appointed each year from the Staff Council to serve for one year.

(b) The Director of Human Resources or designee shall serve as pool administrator.

(c) The administrator shall have the authority to approve all recommendations of the sick leave pool committee.

(d) The duties of the pool committee and the administrator shall be as described herein.

(e) The pool shall be administered as described herein:

1. Participating employees who require hospitalization or extended medical care as the result of any catastrophic injury or illness which 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 a Medical Certification (form provided by UCF) to support the request for hours. These requests shall be reviewed by the pool committee which shall recommend the number of pool leave credits which may be utilized in each case.

3. 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.

4. The number of hours a member can withdraw from the USPS Sick Leave Pool will be determined by the member's highest personal sick leave balance during the twelve (12) month period immediately preceding the request for hours. If any employee has not been a member of the USPS Sick Leave Pool for at least twelve (12) continuous months, then the highest accrual of sick leave hours since joining the pool will determine potential usage. A member shall not be granted more than the maximum 480 hours or, if part-time, an amount proportionate with the

FTE. A member who has less than 120 hours accrued shall be able to use a maximum of 120 hours from the pool. A part-time employee will be eligible for an amount proportionate with his/her FTE.

5. When a member withdraws the maximum number of hours for which he/she is eligible, his/her membership in the USPS Sick Leave Pool will automatically terminate. Membership in the pool will automatically terminate for those members who return less than twenty-five percent of the hours granted to him/her. To re-enroll the employee would have to meet the eligibility and enrollment criteria listed above for initial enrollment in the Pool.

6. When a USPS Sick Leave Pool member's illness or injury is work related, the member shall not be granted sick leave pool credits, regardless of whether or not they are currently receiving a workers' compensation benefit.

(4) Maintenance of Sick Leave Pool. The pool shall be maintained as described herein:

(a) Should the membership drop below 50 employees the pool shall become inactive and the remaining leave credits shall be prorated equally among the membership at time of inactivation.

(b) When the total credits available in the pool amount to 120 hours or less, it shall be considered to be depleted. Upon depletion, the pool members will be notified that eight 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 6C7-3.26, Amended 11-8-87, 1-6-93, 3-16-03; Formerly 6C7-3.026, Amended 5-18-09.