

**6C7-3.0261 Faculty and A&P Sick Leave Pool.**

(1) General.

(a) The purpose of this rule 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 in subsections (2) and (3) below.

(b) Any sick leave pool established pursuant to this rule shall automatically terminate at the end of each fiscal year unless specific approval for continuation is secured from the president.

(2) Membership.

(a) Initial membership requirements are specified in Department of Management Services Rule 60L-11.003, F.A.C.

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

(c) Following the initial open enrollment period, additional 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 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 six Faculty or A&P employees who have elected to participate in the pool to serve as the pool's committee. Four of these will be selected from the membership of the Faculty Senate. 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 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 described in Rule 60L-11.002, F.A.C., and the following:

1. Participating employees who require hospitalization or extended medical care as the result of 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 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 which may be utilized in each case.

3. After each 20 day utilization the employee must request additional sick leave pool credits.

4. The maximum number of sick leave pool credits which may be granted to an employee shall be sixty (60) days.

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 Rule 60L-11.002, F.A.C., and the following:

(a) The Sick Leave Pool shall not be activated unless a minimum of 50 employees agree initially to participate in the pool and deposit eight hours of their accrued sick leave therein. Following establishment, 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, the pool 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.

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