6C7-3.026 USPS Sick Leave Pool.

(1) General.

The purpose of this rule 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) Internal membership requirements are specified herein.

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

(c) 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.

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

(3) Administration.

(a) The Vice President for Administration and Finance 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 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 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) 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 Resolution dated January 7, 2003. History–New 12-12-83, Formerly 6C7-3.26, Amended 11-8-87, 1-6-93, 3-16-03.