

## UCF-3.025 UCF Sick Pool

(1) **General.** This regulation establishes a single standard UCF Sick Pool for Faculty, Administrative & Professional (A&P), and University Support Personnel System (USPS) employees. The UCF Sick Pool allows Faculty, A&P, and USPS employees to voluntarily pool a portion of their unused sick time off and, upon depletion of their own accrued time off draw time off hours from the pool to supplement their pay as prescribed below.

### (2) **Membership.**

- (a) Initial membership in the UCF Sick Pool requires continuous employment with the University, in a time-off accruing position, for more than one year, and an accumulated balance of at least 64 hours of unused sick time off. In addition, an employee who wishes to join the pool will be required to contribute sixteen (16) hours of unused sick time off to the pool upon acceptance to the pool. An eligible part-time employee must have a proportionate sick time off balance and contribute a proportionate amount of sick time off based on their full-time equivalent (FTE) at the time of enrollment. Should a member's FTE increase, the employee must contribute an additional proportionate amount.
- (b) Applications for membership shall be submitted using the Sick Pool Open Enrollment Application.
- (c) Open enrollment periods for the application to the UCF Sick Pool will be held during March and September of each year or at such other times as may be announced by the pool administrator to meet program needs.

### (3) **Administration.**

- (a) The Deputy Chief Human Resources Officer (CHRO) or designee shall serve as the UCF Sick Pool administrator.
- (b) A sick pool committee will oversee requests for the sick pool at the University. The sick pool committee shall be advisory in nature to the pool administrator. The sick pool committee shall consist of: two USPS employees appointed by the Staff Advisory Council; two faculty employees appointed by the president of the Faculty Senate; and two A&P employees appointed by the Deputy CHRO or designee. Anyone who serves on the sick pool committee must also be a member of the UCF Sick Pool. If possible, the committee members should be selected to represent multiple colleges or divisions and provide a broad perspective on the campus work environment. Members of the committee will be appointed to serve in staggered, two-year terms. The pool administrator or designee shall coordinate and manage all meetings of the sick pool committee.
- (c) The pool administrator or designee shall have the authority to review all recommendations of the sick pool committee and either accept, reject, or modify those recommendations at the administrator's discretion.
- (d) The UCF Sick 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 their applicable accrued sick, annual, personal, and compensatory time off hours and which results in serious or major medical or health problems, may request permission to utilize sick time off hours from the pool.
  - 2. Sick pool hours are intended for an employee who is completely out of

work due to catastrophic injury or illness and who has no remaining accrued time off. Absent extraordinary circumstances, sick pool hours are not authorized for use when an employee is working on either intermittent or reduced work schedule medical leave.

3. All requests for sick pool hours utilization shall be submitted using the Sick Pool Request Form by, or on behalf of, the employee and shall be accompanied by a completed UCF Medical Certification form or equivalent medical justification. The completed medical certification must contain sufficient justification to support the request for sick pool hours. These requests shall be reviewed by the sick pool committee. The committee may request additional information if needed to assess the request and will recommend to the sick pool administrator whether pool hours should be utilized and, if so, in what amount. After review by the pool committee, a Determination Notice of the decision will be sent to the employee within five (5) days.
4. Employees who are not members of the sick pool at the time of a qualifying illness or injury shall not be eligible to utilize sick pool hours. Normally, sick pool hours may not be used for any pay period prior to the pay period in which the Determination Notice is sent. Sick pool hours may not be awarded or used for time prior to the start date of the medical leave of absence or more than two weeks prior to the date the request is received by the university. The sick pool hours may only be used during an approved medical leave of absence.
5. After each 20-day utilization, the employee must request additional sick pool hours by submitting a new medical certification. Each time an employee requests another 20 days of sick pool hours, committee members shall reapply the definition of catastrophic as it applies to the most current request.
6. The lifetime maximum number of sick pool hours that 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 pool hours that may be granted to such an employee with a qualifying medical need will be prorated to the FTE of that employee. 480 hours is a lifetime maximum regardless of irregular usage or breaks in service or Sick Pool membership.
7. When a UCF sick pool member's illness or injury is work-related, the member shall not be granted sick pool hours, regardless of whether they are currently receiving a workers' compensation benefit.

**(4). Appeal of Response to Sick Pool Request.** A sick pool member, or a representative recognized to act on their behalf, may appeal a response to a sick pool request by submitting an appeal in writing to Human Resources within fourteen calendar days of receiving the Determination Notice, attaching any additional information they may wish to be considered.

**(5) Final Decisions.** The sick pool committee will review appeals and make a recommendation. If the initial determination was made by the Deputy CHRO's designee, the recommendation will be sent to the Deputy CHRO for review and final decision. If the Deputy CHRO made the initial

determination, the recommendation will be sent to the CHRO to review the appeal and make the final determination. No additional appeals or further hearings will be granted after a final decision has been issued.

**(6) Maintenance of the UCF Sick Pool.** The pool shall be maintained in accordance with the following:

- (a) The UCF Sick Pool shall become inactive if the membership in the pool drops below 100 employees. Should the pool become inactive, the remaining sick pool hours shall be prorated equally among the membership and returned at the time of inactivation. The sick pool can only be reactivated thereafter if a minimum of 100 employees agree to participate in the pool by each depositing sixteen (16) hours or a proportionate amount based on their FTE of accrued sick time off into the newly formed pool.
- (b) When the total hours available in the pool amount to 640 hours or less, the pool shall be considered depleted. Upon depletion, the pool members will be notified in writing that an additional sixteen (16) hours of sick time off hours or a proportionate amount based on their FTE 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 4-15-26.*