

FLORIDA STATE COLLEGE AT JACKSONVILLE
SICK LEAVE POOL RULES AND PROCEDURES

The following excerpts are provided for your information from the Florida State College at Jacksonville Administrative Procedure Manual, Sick Leave Pool 03-1006. You are encouraged to read the procedure in its entirety for further clarification.

I PURPOSE

The purpose of the Sick Leave Pool is to allow an eligible employee to contribute accrued sick leave to the Pool and if needed and approved, receive sick leave credit in the event that a **catastrophic/emergency/life threatening illness or injury** has depleted his/her personal sick leave account.

II MEMBERSHIP ENROLLMENT

Participation in the Sick Leave Pool is voluntary. Full-time employees having an accrual of 72 sick leave hours or more, who have been employed with Florida State College at Jacksonville for at least one (1) full year are eligible to join this Pool. After the third year of employment, it will be the responsibility of the employee to contact the benefits department during our benefits open enrollment. Employees may enroll by completing the membership application and contributing 16 hours from his/her personal sick leave account to the Pool. Enrollment is open annually, with an effective date of the first day of January. Eligibility for this enrollment will be established during benefits open enrollment.

III GRANTING OF SICK LEAVE FROM THE POOL

Any sick leave drawn from the Pool by a participating employee must be used for the employee's personal, catastrophic or life threatening illness or injury. An employee with a routine or chronic illness, or injury shall not be eligible to withdraw leave from the Pool except where such illness or injury develops extreme and potentially life threatening complications as validated by a physician.

Any prior claims will not constitute a precedent for the fiscal year.

Pre-existing conditions will not be covered until the member has participated in the Pool for two years and meets the definition of eligibility to the Pool.

The Sick Leave Pool will only cover cosmetic or reconstructive surgery when it is the result of an injury, disease, or congenital defect. Such a need for reconstructive surgery must have occurred or manifested itself while the employee was a member of the Sick Leave Pool.

In granting pool hours, the Committee has the right to investigate the claim, including contacting the physician, checking attendance records, or other inquiries to assure the validity of the claim. Failure to provide explicit diagnosis and date of return to work may result in denial. The number of hours granted will be based on the information received.

Medical information submitted to the Sick Leave Pool Committee shall be considered confidential and protected information for the committee only as defined by HIPAA regulations.

Withdrawal of sick leave from the Pool will require a statement from the attending physician testifying to the nature of the illness, the prognosis for recovery, the estimated period of absence and a statement that the employee is unable to work.

A participating employee must exhaust all accumulated sick leave before being able to withdraw hours from the Sick Leave Pool. An employee utilizing the Sick Leave Pool will continue to accrue sick and annual leave and annual leave; however, once accrued, sick must be exhausted before additional days from the Pool are used.

An employee may not draw more than 800 hours or 100 days from the pool during any 18 consecutive months.

Participants receiving workers' compensation payments are not eligible to receive sick leave days from the Pool.

An employee otherwise eligible for long-term disability by the College's long-term disability provider or disability retirement by the State shall not continue to utilize the Sick Leave Pool.

Use of the sick leave from the Pool shall at all times be contingent upon the approval of the Sick Leave Pool Committee and the availability of days in the Pool. Claims which are denied may be appealed only once to the Committee by presentation of additional information; however, the Committee's decision on the appeal is final and is not subject to the grievance/complaint procedure. The decision may not be appealed to the College.

IV HOW TO APPLY FOR POOL HOURS

Contact the Human Resources Department for the appropriate forms. When completed, return the forms to a benefits specialist in the Human Resources Department at least five (5) working days before the Sick Leave Pool Committee meeting. The application will be reviewed for completeness and will then be placed on the next Sick Leave Pool Committee's agenda for action.

V REPLENISHMENT OF THE SICK LEAVE POOL

After the initial contribution, no further contribution shall be required of participating members unless the Pool is in danger of being depleted. When 80 percent of the Sick Leave Pool has been depleted, members shall contribute eight (8) hours to the Pool for replenishment. Once employees are members of the Sick Leave Pool, they will remain members as long as they contribute to the replenishing of the Pool and are not suspended or removed from the Pool. After ten (10) days written notice, contributions to replenish the Pool will be automatically transferred from the member's personal sick leave account without further authorization. Any member who no longer wishes to participate must notify the Human Resources Department in writing. Any member who does not have an adequate number of hours to transfer will automatically be given a one-month extension to accumulate the required leave. During this extension, the member is not eligible to file a claim with the Pool. After the one-month extension, the employee may petition the Sick Leave Pool Committee for additional time to accrue the number of hours needed. An employee who chooses to no longer participate in the Sick leave Pool or who is no longer eligible to participate shall not be eligible to withdraw any sick leave already contributed to the Pool. A participating employee who is granted sick leave hours from the Pool shall not be required to re-contribute such sick leave to the Pool, except as required herein.

VI ADMINISTRATION OF THE SICK LEAVE POOL

Operation of the Sick Leave Pool shall be administered by a Sick Leave Pool Committee of seven employees, which include two representatives appointed by the Administrative and Professional Collaborative, two career employees appointed by the Career Employees Council, two faculty members appointed by the Florida Community College Faculty Federation, a consultant with the nursing staff who serves as an alternate faculty member, Risk Manager, and any additional resource needed. The Director of Employee Services will serve as the Committee Chair. The Committee Chair votes only when it is necessary to break a tie.