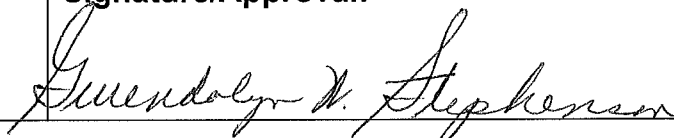


## ADMINISTRATIVE RULES

Title: <b>SICK LEAVE POOL</b>	Identification: <b>6HX-10-3.15</b>
	Page: <b>1 of 2</b>
	Effective Date: <b>6/15/05</b>
Authority: <b>SBE 6A-14.0261</b> <b>FS 1001.64; 1001.65; 1012.865</b>	Signature/Approval: 

### PURPOSE

This rule establishes Board policy for the establishment of a sick leave pool for eligible full-time faculty and staff.

### RULE

The Board of Trustees delegates to the President the establishment of a sick leave pool plan for eligible full-time faculty and staff, which will be based on accurate records of accrued sick leave.

The sick leave pool plans shall include at a minimum the following provisions:

1. Participation by eligible personnel is voluntary.
2. A full-time employee will be eligible after one (1) year of employment as long as the employee has accrued a minimum of twelve (12) days or ninety (90) hours of accrued sick leave.
3. Sick leave contributed to the sick leave pool will be removed from the accrued sick leave balance of the employee donating the leave.
4. Participating employees will make equal contributions to the sick leave pool, both initially when electing to participate in the pool and for all future contributions to replenish the sick leave pool.
5. Any sick leave time withdrawn from the pool by a participating employee must be used for that employee's personal illness, accident or injury.
6. All personal accrued paid time off must be used before a participating employee is eligible to apply for sick leave from the pool benefits.
7. A participating employee is not required to re-contribute sick leave used from the sick leave pool, except for replenishment.

## ADMINISTRATIVE RULES

<b>Identification:</b> 6HX-10-3.15	<b>Page:</b> 2 of 2	<b>Effective Date:</b> 6/15/05
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8. A participating employee who elects not to continue participation in the sick leave pool will not be eligible to withdraw any sick leave that employees already contributed to the pool.
9. Any alleged abuse of the sick leave pool shall be investigated and if wrong-doing is found, the employee will repay all of the sick leave used from the sick leave pool and be subject to disciplinary action up to and including termination.

The President will establish an administrative procedure on the operation of the sick leave plans. Participation by members of a collective bargaining unit will be governed by the provisions of the collective bargaining agreements.

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**History:** Adopted: 4/22/85; Amended: 1/16/91; Formerly: 6HX-10-2.059