

## THE FLORIDA POLYTECHNIC UNIVERSITY BOARD OF TRUSTEES

### **FPU-6.006 Sick Leave Pool.**

- (1) Purpose. The purpose of this regulation is to establish an employee sick leave pool.
- (2) An eligible Budgeted Employee who began employment with the University on or after March 1, 2013 may join the sick leave pool within 30 days after completing his/her first year of service or during an annual open enrollment period. An eligible Budgeted Employee who began employment with the University prior to March 1, 2013, may join the sick leave pool any time prior to February 1, 2014 or during an annual open enrollment period.
- (3) Budgeted Employees shall be eligible for participation in the sick leave pool after one (1) year of employment with the University, provided that such employee has accrued a minimum of sixty-four (64) hours of unused sick leave at the time of joining the sick leave pool.
- (4) To enroll, the employee must contribute eight (8) hours of sick leave to the sick leave pool. Participating employees may be required to contribute additional hours to remain in the sick leave pool when the balance in the sick leave pool falls below the designated level. Participation in the sick leave pool shall, at all times, be voluntary on the part of the participating employees.
- (5) Any sick leave pooled shall be removed from the personally accumulated sick leave balance of the employee contributing such leave.
- (6) Any sick leave in the sick leave pool that is used by a participating employee shall be used only for the employee's own personal illness, accident, or injury.
- (7) A participating employee shall not be eligible to use sick leave accumulated in the sick leave pool until all of his or her personally accrued sick, annual, and compensatory leave has been used.
- (8) An employee may only use a maximum of 20 work days of sick leave in the sick leave pool per illness, accident or injury, and no more than 60 work days of sick leave in the pool per fiscal year.
- (9) A participating employee who uses sick leave from the sick leave pool shall not be required to recontribute such sick leave to the pool, except as otherwise provided in this regulation.
- (10) An employee who cancels his or her membership in the sick leave pool shall not be eligible to withdraw the hours of sick leave contributed by that employee to the pool.
- (11) An employee who transfers from one position in state government to another position in state government may transfer membership from one sick leave pool to another if the eligibility criteria of the pools are comparable or the administrators of the pools have agreed on a formula for transfer of credits.
- (12) Alleged abuse of the use of the sick leave pool shall be investigated, and in the event of a finding of wrongdoing, the employee shall repay all of the sick leave credits drawn by that employee from the sick leave pool, and the employee shall be subject to such other disciplinary action as is determined by the University President or designee.
- (13) Sick leave credits may be drawn from the sick leave pool by a part-time employee on a pro rata basis.

*Authority: FBOG Reg. 1.001, Florida Statutes Section 110.121.*

*History: NEW 2.5.14*