

APPLICATION FOR MEMBERSHIP Sick Leave Pool FPU-6.006

DATES FOR APPLICATIONS AND CONTRIBUTIONS COINCIDE WITH ANNUAL OPEN ENROLLMENT DATES

I am formally requesting membership in the Florida Polytechnic University's sick leave pool. By submitting my application, I am certifying that I understand and agree to the following as permitted in the University's regulation FPU-6.006 Sick Leave Pool:

- (1) A Budgeted Employee (non-OPS) 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.
- (2) To become a member in the sick leave pool, the employee must contribute eight (8) hours of sick leave to the sick leave pool, such contribution is non-refundable. Members may be required to contribute additional non-refundable hours in order to remain as a member 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.
- (3) Any contributions to the sick leave pool shall be removed from the member's personally accumulated sick leave balance.
- (4) Any sick leave in the sick leave pool that is used by a member shall be used only for the member's own personal illness, accident, or injury.
- (5) A member shall not be eligible to use sick leave accumulated in the sick leave pool until all of his or her personally accrued sick and annual leave time has been used.
- (6) A member who is a full-time 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 sixty (60) eight-hour work days of sick leave in the pool per fiscal year. A member who is a part-time employee may use sick leave credits on a pro rata basis.
- (7) A member may, at any time, request in writing that the member's membership in the sick leave pool be canceled; however, any hours the member contributed prior to cancelling membership in the sick leave pool will remain in the pool. If a participating member is no longer an employee of the University, such employee's membership will automatically terminate.
- (8) A committee may be used to approve the use of sick leave pool hours. The member may be required to provide documentation to support the use of the sick leave pool hours. While every reasonable effort is made to protect confidentiality, the sick leave pool committee is subject to the Florida Government in the Sunshine Law. As a result, confidentiality of information provided to the committee cannot be guaranteed.

(9) Alleged abuse of the use of sick leave or of the sick leave pool shall be investigated, and in the event of a finding of wrongdoing, the member shall repay all of the sick leave credits drawn by that member 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.

I wish to apply for membership in the sick leave pool, and if approved, I authorize the sick leave pool administrator to deduct eight (8) hours of sick leave from my personally accrued sick leave balance of which I currently have an unused balance of 64 hours or more.

Last Name	First	M.I.
Employee ID Number	Date of Hire	FTE
Campus Address		
Dept. Name	Work Telephone Number	
Signature	Date	

Employee may _____, email completed form to hr@floridapoly.edu separately, or send via courier to: Human Resources so that it is received by Human Resources on or before the last day of the Open Enrollment Period in order to be processed.

Applications received after the last day of the Open Enrollment Period will not be processed.

-----THIS SECTION COMPLETED BY THE SICK LEAVE POOL ADMINISTRATOR-----

Date Application Received

A. Your application was Approved

I certify that, as of _____, the above individual has _____ hours of sick leave and that eight hours of sick leave hours have been deducted from his/her balance and contributed to the Florida Polytechnic University's sick leave pool.

B. Your application was Not Approved

Reason application was not approved:

Sick Leave Pool Administrator's Signature

Date