



SICK LEAVE POOL

I. PURPOSE

To maintain employees quality of life when medical hardship forces employees to exhaust all benefit time. This is accomplished through teamwork by allowing employees to donate sick leave hours to the pool.

II. SCOPE

This policy applies to all regular full-time employees who have completed their six month orientation period and have exhausted all benefit time.

III. POLICY

The City shall maintain a sick leave pool. Employees may donate sick leave hours and request them in time of need. Request will be granted by the City's Sick Leave Pool Committee and administered by the Payroll Administrator.

IV. GUIDELINES

- A. Applicants will not be discriminated against for not having contributed to the sick leave pool.
- B. Should the committee discover that an applicant has made erroneous or fraudulent statements while applying for Sick Leave Pool time, the committee may, at their discretion, withdraw subsequent aid to that applicant.
- C. Sick leave acquired from the sick leave pool will not be paid to an employee who subsequently leaves City service or to the estate of a deceased employee. Any unused balance will be returned to the sick leave pool.



V. PROCEDURES

- A. A committee of employees will review all applications to receive time from the Sick Leave Pool.
- B. The committee shall determine the exact amount of time that an eligible employee may draw from the Sick Leave Pool based on the circumstances of the medical illness or medical injury and prior practices of the committee.
- C. The employee, employee's supervisor, or the committee member for the employee's division on the employee's behalf will submit an application to the committee. The form shall be signed by the supervisor if he/she recommends the granting of the time. (Form #012)
- D. Grants for transfers from the Sick Leave Pool shall be made on the vote of at least three committee members. All transfers are confidential.
- E. Any full time permanent employee who has successfully completed the six month probationary period and who has exhausted all accrued benefit time is eligible to apply for and receive transfers from the Sick Leave Pool. The employee and supervisor should have considered options for working a flexible schedule before an application is submitted to the committee.
- F. Approved transfers from the Sick Leave Pool shall be made at the end of each payroll reporting period to cover absences for the specified illness or injury during that reporting period until the total approved transfer is reached. Any benefit time earned by the recipient shall be used prior to each bi-weekly transfer from the Sick Leave Pool.
- G. Employees absent on Sick Leave Pool time will be considered for all purposes as if on earned sick leave.
- H. An employee is eligible to apply to Sick Leave Pool even if the employee has previously received a transfer from the pool.
- I. Employees eligible to donate time: Any full time permanent employee may make a minimum contribution of 8 hours. Employees are not allowed to contribute time (1) bringing their personal sick leave account balance to less than six days or (2) that was earned in a prior calendar year.



- J. The transfer of sick leave to the Sick Leave Pool is entirely voluntary and may be done at any time. The contributor may not designate the recipient of his or her donated sick leave.
- K. Applicants will not be discriminated against for not having contributed to the Sick Leave Pool.

The City Manager will be notified of any application that the Committee has reviewed.