



Sick Leave Pool Policy #1710.300

INITIAL EFFECTIVE DATE:	LAST REVISION DATE:	RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT
July 2005	February 24, 2026	Division of Human Resources Benefits Administration

POLICY STATEMENT

Participation in the Sick Leave Pool (the Pool) shall be voluntary on the part of eligible employees.

Eligibility

Eligibility in the Pool is extended to employees after completion of six (6) months of employment with the University, provided that a minimum of forty (40) hours of sick and/or vacation leave has been accrued by full-time employees or twenty (20) hours of sick and/or vacation leave have been accrued by part-time employees.

For those joining the Sick Leave Pool, contributions will be deducted from the employee’s sick leave accrual balance. Full-time employees contribute eight (8) hours of sick leave and part-time employees contribute four (4) hours of leave to the Pool.

To maintain the Pool with sufficient hours and maintain membership status, all full-time members will, on an annual basis, donate four (4) sick leave hours, and part-time employees will donate two (2) sick leave hours.

Participating employees must have depleted all their accrued leave credits (e.g., vacation, sick leave, compensatory leave) before leave credits from the Pool may be granted. A participating full-time (1.0 FTE) employee may withdraw a maximum of 480 sick leave pool hours from the Pool during any twelve (12) month period for a single continuous leave. Part-time employees may withdraw a maximum of two hundred forty (240) sick leave pool hours from the Pool during any twelve (12) month period for a single continuous leave.

Use of Sick Leave Pool Hours

A participating member, upon depletion of the employees’ sick, vacation and compensatory leave credits and after approval by the Sick Leave Pool Committee, may withdraw hours from the Pool for their illness or injury. Sick leave pool usage is limited to the participating employee only.

In the event the total credits available in the Sick Leave Pool amount to four thousand eight hundred (4800) hours or less, the Pool shall be considered depleted. Upon depletion, the Pool members will be notified that an additional eight (8) sick leave hours for full-time employees



and/or an additional four (4) sick leave hours for part-time employees of leave credits will be deducted from their accounts unless they inform the Benefits Administration of their intention to withdraw membership from the pool via email or in writing. The inability of a participating employee to contribute to the Pool at the time the Pool is depleted shall not exclude the employee from continued membership in the Pool.

Employees using sick leave pool hours will not accrue any sick and/or vacation time while participating in the Pool.

Participating employees may not apply any conditions or restrictions on any leave hours they contribute to the Pool. Participation in the Pool does not guarantee hours may be withdrawn from the Pool.

Sick leave hours withdrawn from the Pool by a participating employee are not required to be replaced. Hours granted by the Pool but not used by the employee will be returned to the Pool.

Sick leave pool hours may count towards FMLA entitlement.

Terminating Membership

Participating employees may terminate their membership in the Pool at any time by notifying the Benefits Administration via email or in writing.

Participating employees who retire or are separated from the University will be terminated from the Pool.

Any sick leave contributed to the Pool by a participating employee shall be forfeited upon the employee's cancellation of membership, retirement, or separation from the University employment.

SCOPE

This policy applies to all eligible employees.

REASON FOR POLICY

To allow eligible regular employees to donate sick leave hours to the Sick Leave Pool. A participating member, upon depletion of the employees' sick, vacation and compensatory leave credits and after approval of the Sick Leave Pool Committee, may draw hours from the Pool for their illness/injury.



DEFINITIONS	
TERM	DEFINITIONS
Employee	A person employed for wages or salary.
Illness/Injury	Means any physical or mental health impairment, specifically including complications arising from pregnancy, that prevents an employee from fully and properly performing the duties of their position. This term also includes the definition of a serious health condition under the Family and Medical Leave Act. When an employee’s illness/injury may be covered by the Americans with Disabilities Act, the Reasonable Accommodation for Faculty, Staff, and Employment Applicants/Candidates Policy#1705.022 apply.
Sick Leave Pool Committee	A committee composed of five members responsible for evaluating each case on a biweekly basis. The committee reviews each request based on medical facts, length of leave and other available information. The Leave team ensures confidentiality by not disclosing the employee’s name, department, nor their job title with the University.

ROLES AND RESPONSIBILITIES
N/A

RELATED RESOURCES
N/A

CONTACTS
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HISTORY
<p>Initial Effective Date: July 2005 Review Dates (<i>review performed, no updates</i>): N/A Revision Dates (<i>updates made to document</i>): February 15, 2024; February 19, 2025; February 24, 2026.</p>