



*University Staff/American Federation of State, County
and Municipal Employees AFL-CIO (AFSCME)*

SUBJECT (R*)	EFFECTIVE DATE (R*)	POLICY NUMBER (O*)
SICK LEAVE POOL (AFSCME)	June 2, 2017	1725.280

POLICY STATEMENT (R*)

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

Eligibility in the (SLP) is extended to employees after completion of six 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, at rate directly proportionate to the full equivalency *FTE); or join during the annual open enrollment period provided the employee meets the same criteria.

Full-time employees contribute eight (8) hours of leave and part-time employees contribute at a rate directly proportionate to the full equivalency (FTE).. Such hours will be deducted from the employee’s sick leave account.

Participating employees may terminate their membership to the (SLP) at any time by notifying the Administrator in writing.

Participating employees who retire, terminate, or are terminated from the University will be terminated from the (SLP).

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

To maintain the (SLP) with sufficient hours and maintain membership status all full-time members will, on an annual basis, donate four (4) hours leave, and part-time employee will at a rate directly proportionate to the full equivalency (FTE).

When the total credits available in the (SLP) amount to four hundred eighty (480) hours or less, the (SLP) shall be considered depleted. Upon depletion, the (SPL) members will be notified that eight (8) hours for full-time employees and/or hours at a rate directly proportionate to the full equivalency (FTE) for part-time employees of leave credits will be deducted from their accounts unless they inform the SLP Administrator of their intention to withdraw membership from the SLP.

The inability of a participating employee to contribute to the SLP at the time the SLP is depleted shall not exclude the employee from continued membership in the SLP.

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 Participation in the SLP does not guarantee hours may be withdrawn from the SLP.

Leave hours from the SLP shall be granted, upon review and approval of the SLP Committee and only for the employee’s personal illness, injury, accident, or exposure to a contagious disease. Personal illness shall include, but not limited to disabilities which are the result of or contributed to by medical conditions (including those complications related to pregnancy or childbirth), surgery and recovery.

Participating employees must have depleted all their accrued leave hours before leave hours from the SLP will be granted.

A participating full-time (1.0 FTE) employee may withdraw a maximum of 480 hours from the SLP during any twelve (12) month period. Part-time employees may withdraw a maximum of the rate directly proportionate to the FTE from the SLP during any twelve (12) month period.

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

REASON FOR POLICY (O*)

To allow eligible regular employees to donate sick and vacation leave hours to the SLP. A participating member, upon depletion of the employees' sick, vacation and compensatory leave credits and after approval of the SLP Committee, may draw hours from the SLP for their personal major illness, accident or injury.

HISTORY (R*)

Adopted: September 22, 2006; Readopted: November 14, 2008; August 19, 2013; June 2, 2017.

RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R*)

Division of Human Resources
Florida International University

RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R*)

Benefits Administration
Division of Human Resources
11200 S.W. Eighth Street, PC 224
Miami, Florida 33199
Telephone: (305) 348-2181

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***R = Required *O = Optional**