

## Frequently Asked Questions Regarding the Sick Leave Pool

### What is the Sick Leave Pool?

The Sick Leave Pool (Pool) is an independent voluntary program intended to provide members with additional sick leave hours for a personal serious health condition when a member has used all of his or her personal leave balances.

### Who is eligible to join the Pool?

All Faculty, A&P and SP employees who have at least one year of University service and a minimum of 64 hours of accrued personal sick leave are eligible to join the Pool. Part-time employees (employed at less than 1.00 FTE) may participate in the Pool on a pro rata basis.

### When may I join the Pool?

Your first opportunity to join is during your thirteenth (13<sup>th</sup>) month of employment. You may also join during any Open Enrollment period.

### Why should I become a member of the Pool?

The Pool provides you with a tremendous short-term benefit in the case of a temporary illness or disability that otherwise would require you to request a leave of absence without pay. One contribution of eight (8) hours of personal sick leave will make you eligible to apply for up to four hundred eighty (480) hours of sick leave from the Pool! Even if you personally never need to use the Pool, your membership will help a fellow colleague who may experience a serious illness or injury.

### What must I do to join the Pool?

To join, you complete a Membership and Enrollment Form and contribute eight (8) hours of your personal sick leave balance to the Pool.

### Will I be required to contribute more than eight (8) hours of personal sick leave?

The **only time** that you would be asked to contribute additional personal sick leave to the Pool is the rare instance in which the overall balance of the Pool falls below eighty (80) hours and the Pool needs to be replenished.

In that case, you will be notified and given the opportunity to continue your membership by contributing an additional eight (8) hours of personal sick leave to replenish the Pool balance.

### Is there a place where I can check my sick leave balance?

Yes, you can check the number of hours of sick leave (and annual leave) you have on Gulfline by using the following link:

<https://gulfline.fgcu.edu/>

### How is the Pool managed?

The University President appoints a Sick Leave Pool Committee and Sick Leave Pool Administrator to manage the Pool.

### Who may serve on the Sick Leave Pool Committee (Committee)?

The Committee consists of two (2) employees, respectively, from the Faculty, A&P and SP employee groups. Committee members for each employee group are appointed to serve alternating two (2) year terms, ending June 30<sup>th</sup>. Each Committee member must be an active member of the Pool.

### Who is the Sick Leave Pool Administrator?

The Director of Human Resources serves as the Sick Leave Pool Administrator.

### What functions is the Committee responsible for performing?

The Committee approves the use of Pool hours for an eligible employee by a majority vote. The Committee also approves the conducting of Open Enrollments and assists the Pool Administrator in the overall maintenance of the Pool.

### May I request to use Pool hours for other than my own personal illness or injury?

No. The Pool may be used only for your personal illness or injury.

### How do I apply to use Pool hours?

When you know you are not going to have enough accrued personal leave to cover an illness, you may apply to use Pool hours by submitting an *Application to Withdraw Pool Hours* and a *Physician's Statement* to the Pool Administrator. All your accrued leave, (i.e., sick, annual, compensatory) must be depleted before Pool hours may be used. The Administrator will schedule a meeting of the Committee to review your application and make a determination regarding approval or denial of your request.

### When I apply to use Pool hours, is there a maximum number of hours I may receive?

Yes. The Committee may approve up to one hundred sixty (160) hours from the Pool for any one request. If you are not able to return to work following the first approval, you may submit another *Application to Withdraw Pool Hours* and updated *Physician's Statement* to the Administrator.

### Are there a maximum number of Pool hours I can request?

Yes. You may withdraw up to a maximum of four hundred eighty (480) hours from the Pool. Applications to use Pool hours may be for one extended illness/injury or you may apply for more than one health condition that you may experience over a period of time. When you use the maximum number of Pool hours, your membership in the Pool is discontinued. In such an instance, you may reapply for membership in the Pool by completing the eligibility requirements and applying for membership during an open enrollment period.

### If I am granted Pool hours do I have to repay those hours to the Pool?

No. Once you are approved to use Pool hours you will not be required to replace those hours. However, all Pool hours that you do not use, due to your recovering and returning to work, will be returned to the Pool when your doctor releases you to return to work.

### How many members have used Pool hours?

As of October 2014, the Committee has approved Pool hours for Sixty-four (71) Pool members who received a total of 15,757.79 sick leave hours from the Pool. That is a total of 1,970 days of paid sick leave that members in need of Pool hours received and therefore were able to remain in pay status during their illness.

### If I need more information whom do I contact?

Camilla Hall, Benefits Coordinator, Human Resources  
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