

2.14.2.4 Sick Leave Pool

On a voluntary basis employees who accrue sick leave may elect to participate in a KCTCS system-wide Sick Leave Pool.* The pool is intended as a source of salary continuance for pool members whose appropriately documented serious health conditions (as defined in the Family Medical Leave Act) prevent them from working and whose sick and vacation leave balances have been (or shall be within 15 days) exhausted. For the purposes of this policy, serious health conditions include both medically documented physical and mental illness, including disabilities resulting from complications from pregnancy, miscarriage, or childbirth. However, leaves of absence due to regular maternity leave are excluded as eligible health conditions for the purposes of this policy.

Employees with sick leave balances of at least 50 hours may elect to join the pool at anytime after they have met the minimum balance required. The effective date shall be at the beginning of the pay period following the election to participate. Pool members may withdraw at anytime. However, their contributed sick leave time remains in the pool and shall not be returned to employees who elect to withdraw from the pool.

To participate employees shall contribute 2 days (15 hours) of sick leave per year to the pool. Contributions shall be deducted from the employee's sick leave balance within 30 days of enrollment, and annually thereafter at the employee's anniversary date.

Awards of up to 150 hours (20 work days) may be made by the KCTCS Sick Leave Pool Committee upon application from a pool member whose sick and other paid leave is exhausted and who is approved for receipt of Sick Leave Pool hours by the Sick Leave Pool Committee. A single member may receive up to 3 awards per year (450 hours maximum).

Applications shall include all appropriate medical documentation to provide information to determine if it meets the definition of an employee's serious health condition as specified under the Family Medical Leave Act. Awards shall be integrated with other KCTCS-sponsored income continuation benefits (e.g., long-term disability) and Family Medical Leave, if applicable.

The Sick Leave Pool Committee shall have 5 members including the KCTCS System Director of Human Resources or designee who shall serve as chair. Decisions of the Sick Leave Pool Committee shall be final.

Sick Leave Pool Committee members shall be appointed by the KCTCS President and shall include at least one member on the committee from among current pool participant/contributors.

The Sick Leave Pool Committee shall set and publish application procedures. Due to federal privacy laws, committee members and other KCTCS and college officials shall maintain confidentiality of names, identities, and illnesses of the employees who make requests or are recipients of leave from the Sick Leave Pool.

KCTCS ADMINISTRATIVE POLICIES AND PROCEDURES

In addition, requests and absences related to the Sick Leave Pool shall be addressed in accordance with other applicable KCTCS policies and human resources procedure(s) regarding leaves of absence, family medical leaves, Workers' Compensation, long-term disability, and unpaid medical leaves of absence.

* Since regular faculty in the KCTCS personnel system and the UK personnel system do not accrue sick leave, they are not eligible to participate in the program, *except for the ability to donate banked sick leave that was earned on an accrual basis prior to opting over from the 18A/151B personnel system to the KCTCS personnel system.*

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<u>Recommended by</u>	<u>Date</u>	<u>President, KCTCS</u>	<u>Date</u>