# Sick Leave Pool

The purpose of the sick leave pool is simple. It is designed to help ourselves and each other when facing a financial crisis due to serious/ illness or injury.

# Eligibility Criteria

* Eligible employees may only join the sick leave pool at open enrollment each year.
* Employees must be off of probation prior to being eligible to join the sick leave pool.
* An employee must have a minimum of 20 hours of sick leave to join the sick leave pool at open enrollment each year.
* Employees must contribute 2 hours of sick leave to join the sick leave pool at open enrollment each year but, may contribute up to 40 hours of sick leave to the pool annually.

## Withdrawal Procedures

* Any employee who has exhausted all sick, vacation, and personal days may make a written request for one to ten days of additional leave when the leave is needed to assure the employees contracted hours for the pay period are met to the Human Resources Manager. The employee must also provide verification from a physician supporting their inability to work with their letter of request.
* The employee’s supervisor must endorse the request.
* When the pool has sufficient resources it is the intent that the maximum withdrawal shall not exceed $2,500 in any fiscal year per employee.
* No employee can withdraw more than $5,000 during the course of their employment with CDS.

## Procedures

* Requests for withdrawals will be considered by the sick leave pool committee.
* The committee shall consist of four CDS employees and one CDS Board Member.
* The committee shall be chaired by the Human Resources Manager.

## Formula

* Hours contributed to the sick leave pool are valued at the contributor’s hourly rate at the time of contribution.
* Withdrawals are valued at the hourly rate of the employee requesting assistance.
* If the sick leave pool lacks sufficient resources, CDS will guarantee the return of an employee’s minimum contribution within the past year based upon the sick leave pool committee recommendation.

If a member of the sick leave pool receives hours (money) from the pool and is then compensated for all or any part of those hours (money) from another source (i.e. short term disability, workers compensation, etc.) then the hours (money) from the sick leave pool will have been considered a loan and those hours (money) otherwise compensated shall be returned from the recipient to the pool. Payroll deduction will be available for this purpose as needed.

As part of the Year End Close the Comptroller will remove any individual no longer employed by CDS in the Sick Leave Pool and their associated contribution.