

## Shared Sick Leave Pool

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The sick leave pool is for use by employees taking leave under the Family and Medical Leave Act (FMLA) as a “qualified employee.” Sick leave pool hours may be used by a qualified employee with no accumulated sick leave or vacation time up to a maximum set by current FMLA regulations. The twelve-month period will commence on the day an employee first utilizes sick leave pool hours.

Procedures for administering the shared sick leave program are to be handled by Human Resources.

Any employee found abusing the benefit will no longer be entitled to participate in the shared sick leave pool.

*Adopted: 8/12/04*

*Revised: 7/9/09, 6/9/16*