

UAR NUMBER: 304.01

TITLE: Sick Leave Pool

ORIGINATOR: Vice President for Administration and Fiscal Services

INITIAL ADOPTION: 10/07/1992

REVISION DATES:

PURPOSE: To establish a Sick Leave Pool that would provide regular full-time University employees protection against lost wages at a time of catastrophic illness or injury which causes the employee to exhaust all of his/her earned leave.

PROCEDURAL REFERENCES:

BOR - PG-49 (Sick Leave)

SCOPE (Who is covered by this UAR?):

DESCRIPTION:

RESPONSIBILITY:

The Office of Personnel Services shall be responsible for managing and administering the University Sick Leave Pool to include the procedural establishment, solicitation of contributions from faculty and staff, processing of applications, and record management.

PURPOSE:

The purpose of this regulation is to provide all regular, full-time University employees with short-term disability (STD) protection in the event they are subject to a catastrophic illness or injury.

GUIDELINES/PROCEDURES:

1. To be eligible for benefits, the faculty or staff member must be a regular full-time employee. New employees become eligible on the effective date of their employment.
2. Prior to utilizing the SLP, the employee must exhaust any and all the following benefits, if available:
 - a. Sick Leave
 - b. Vacation Leave
 - c. Worker's Compensation
 - d. Kentucky Employees Retirement System or Kentucky Teachers Retirement System Disability Retirement
 - e. No Fault automobile insurance
3. To fund the SLP, employees will be asked to contribute a minimum of one day and a maximum of three days to the SLP. Employees must have a sick leave balance of 10 days or more at the time of their contribution.
4. When the declining balance in the SLP reaches 300 days, employees will again be asked to contribute to the SLP.
5. Contributing to the SLP will not be a requirement for applying for applying for benefits, though it is expected the majority of employees will support this program. New hires and employees who

have no sick leave will be included in the SLP. This benefit will, in effect, provide a Short Term Disability (STD) plan for up to four calendar months.

6. Once an employee contributes to the SLP, that sick leave will not be restored to the individual employee's sick leave balance, unless the SLP is terminated.
7. In the event the SLP is terminated, the total days on deposit shall be returned proportionately according to the individual employee's contribution.
8. In order to be considered for benefits from the SLP, the catastrophic illness or injury must require the services of a licensed medical practitioner.
9. Requests for SLP assistance must be in writing and be accompanied by a written statement from a licensed medical practitioner stating the beginning date of the condition, a description of the catastrophic illness or injury, a prognosis and date the employee may be able to return to work. Monthly progress reports will be required to continue sick leave payments to the employee.
10. Employees who are granted sick leave from the SLP will not be required to pay back that sick leave to the pool.
11. Employees may not designate a particular employee to receive their donated sick leave as this program is for any and all qualified employees who may be subject to a catastrophic illness or injury.
12. The salary level of the donor or the recipient will not be a factor as the intent of the SLP is to provide sick leave pay at the affected employees regular rate of pay.
13. An employee receiving sick leave from the SLP will continue to be paid from his/her regular budgeted account.
14. The approval or disapproval of sick leave for a catastrophic illness or injury from the SLP will be made by the pool administrator, who is the Director of Personnel Services. The maximum amount of sick leave granted an employee from the SLP cannot exceed one-third of the pool balance or 90 work days whichever is less.

Approved by: Ronald G. Eaglin, President

Date: 10/07/1992