

# OFFICE OF HUMAN RESOURCES

## SICK LEAVE POOL FREQUENTLY ASKED QUESTIONS

### **What is the Sick Leave Pool?**

The Sick Leave Pool is a voluntary program for employees that allows you to continue to receive a paycheck for up to 480 hours if you are unable to work due to illness or injury. Upon approval, hours from the Sick Leave Pool will be added to your leave balance once you have depleted all of your Annual, Sick, and Compensatory Leave.

### **Who is eligible to become a member of the Sick Leave Pool?**

- You must be a full-time or part-time Career Service, Executive Support, Emergency Medical Services, or Senior Management employee.
- You must be employed for 1 year.
- Full-time employees must have a minimum of 64 hours of Sick Leave and Part-Time employees must have a minimum of 32 hours of Sick Leave accumulated at the time of enrollment.

### **Do I need to contribute to the Sick Leave Pool?**

At the time of enrollment, you must contribute hours to the Pool. If you are a Full-Time employee, you will contribute 8 hours of Sick Leave and if you are Part-Time employee, you will contribute hours in proportion to the number of hours that you work (Example: If you work 20 hours per week, you will contribute 4 Sick Leave hours).

Sick Leave contributions to the Pool are forfeited when you cancel membership in the Pool, fail to donate hours to the pool when requested, retire, or end your employment with Leon County.

### **Will I need to make additional contributions to the Pool at a later date?**

Members will need to make contributions to the Pool when requested (generally twice per year), and/or once the Pool is depleted to 200 hours or less. Full-time employees will contribute 8 Sick Leave hours and Part-Time employees will contribute in proportion to their hours worked.

### **When can I join the Sick Leave Pool?**

Open Enrollment is usually held twice per year. Notifications are sent via All Employee Email announcing the enrollment dates for the Sick Leave Pool

### **What should I do if I need to use the Sick Leave Pool?**

- You must notify your supervisor, who will contact the Human Resources Department on your behalf.
- Your doctor must certify your condition through the FMLA Physician Certification form process.
- You will be notified by Human Resources Department if you are selected to join the Sick Leave Pool.

### **Are there other requirements or procedures relating to the Sick Leave Pool?**

Refer to the Personnel Policies and Procedures Manual, [Section 7.24](#) for additional information.

### **Who can I contact for more information?**

Contact your Human Resources office for questions at 850-606-2400 or by email at: [HR\\_Admin@LeonCountyFL.gov](mailto:HR_Admin@LeonCountyFL.gov).