

## Frequently Asked Questions Regarding the Sick Leave Pool

### **1. Who is eligible to become a Sick Leave Pool Member?**

All Teachers, Paraprofessionals and UOPD may join. Exempt clerical, certificated employees and Administrators are also eligible.

### **2. How many days must I have to join the pool?**

10 – you must have 10 days of accrued sick leave at the time you join the pool.

### **3. Must I donate ALL of my sick leave to join the Sick Leave pool?**

**NO.** You must only donate one (1) day of leave to become an active member of the sick leave pool.

### **4. Must I donate a day of my sick leave every year once I become a Sick Leave Pool member?**

**NO.** You are only required to donate a day of leave when the Sick Leave bank of days has fallen below 250 days.

NOTE: During the (6) six year period between 2000 and 2006, only one request was made to members asking for donated leave.

### **5. May I apply for days to cover lost time from work for the common flu/cold or general illnesses?**

**NO.** The sick leave pool is for lost time from work due to catastrophic illness or injury – see Rules for Administration.

### **6. Must I always maintain ten (days) in my sick leave to remain a member?**

**NO.** You must only have 10 days of sick leave at the time you donate a day of your sick leave. Once you become an active member of the Sick Leave Pool, you remain a member until you terminate membership.

### **7. When may I terminate membership in the Sick Leave Pool?**

Since it is not a yearly requirement to donate a day of your leave, remaining a member is advantageous to you. However, if you chose to terminate, you may do so at the time we request you to donate a day of your sick leave because the balance has fallen below 250 days. See question #3

**8. Must I exhaust all my leave before making application to the Sick Leave Pool?**

Yes – all sick and annual leave must be used before you submit your request. You must be out of work for 10 consecutive days of which five (5) must be leave without pay.

For more information, please refer to the Rules for Administration, Sick Leave Pool and Sick Leave Bank Withdrawal Application Rules.