

1. What is the Sick Leave Pool?

A. The SLP provides eligible employees the opportunity to become a member so that they may be paid for time off from work due to their own personal serious illness and has exhausted their own leave.

2. What determines the one-year eligibility date for open enrollment?

A. The one year eligibility date is determined by April 1, 2023. The employee would have to be hired on or before that date.

3. How many hours of sick leave am I required to have to become a member of the SLP if I am appointed on a 1.0 FTE line position?

A. The employee must have a minimum of 72 hours minus the 8 hours if full-time (pro-rated for part-time) with a remaining balance of 64 hours by pay period ending March 28, 2024. This required contribution will be automatically deducted from the new member's sick leave balance prior to the effective date of membership.

4. How many hours of sick leave am I required to have to become a member of the SLP if I am appointed on a part-time line position?

A. Since full-time employees are required to have an individual balance of 72 hours of sick leave, the prorated amount of sick leave required for the part-time employee is equal to the employee's FTE multiplied by 72 hours.

Example: The employee who works 20 hours per week is .50 FTE
.50 FTE x 72 hours = 36 hours.
The .50 FTE employee is required to have a balance of 36 hours of sick leave to be eligible to enroll in the SLP.

5. How many hours do I have to contribute if I am appointed on a part-time line position?

A. Since full-time employees are required to contribute 8 hours of sick leave, the pro-rated amount of sick leave required as a contribution from the part-time employee is equal to the employee's FTE multiplied by 8 hours.

Example: The employee who works 20 hours per week is .50 FTE.
.50 FTE x 8 hours = 4 hours.
The .50 FTE employee is required to contribute 4 hours of sick leave upon admittance to the SLP and occurrence of replenishment.

6. Is the supervisor required to acknowledge the Sick Leave Pool Application?

A. No, all applications will be processed through the CHR leave team.

7. Is the leave coordinator required to process the SLP application?

A. No, with the new process, all applications will be directed to the CHR leave team for approval. Once approved, a notification will be sent to leave coordinator(s). Please note the leave coordinator(s) will still have the capability to enter requests on behalf of the employees.

8. Can an employee change their sick leave request in ALT to annual leave so they can meet the required minimum of 72 hours for eligibility to join the SLP?

A. Once leave request have been approved and posted in ALT no adjustments should be made

9. If I am a current member do I have to contribute hours to the SLP during open enrollment?

A. No action is required if you are already a member of the SLP

10. If I am a current member do I have to contribute hours to the SLP every year to keep my membership?

A. No. Upon announcement of a necessary SLP Replenishment, each current member is required to contribute an additional 8 hours of sick leave (pro-rated if part-time) to the SLP.

11. What does “Replenishment” of the SLP mean?

A. If the SLP balance is depleted to a level that requires a replenishment of sick leave hours, each current SLP member is required to contribute 8 hours of sick leave (pro-rated for part-time) to the SLP. HR will notify each member of the required contribution. These additional hours must be contributed in order to maintain membership.

If the member does not have the required number of sick leave hours to contribute (with the exception of employees using the SLP at the time of replenishment), their SLP membership will be cancelled.

12. What is the effective date of membership?

A. Newly enrolled members will have a June 1st effective date of membership and must complete a 180 day waiting period before requesting hours from the SLP.