

SHARED SICK LEAVE POOL

The Sick Leave Pool is a voluntary benefit that provides eligible employees with additional sick leave in the event of a catastrophic injury or illness that exhausts all other accrued paid leave. A pool of leave is accumulated through voluntary contributions of accrued sick leave from active employees. Employees will authorize the contributions using the “Authorization to Transfer Sick Leave to Sick Leave Pool” form available on the Employee Benefit Center (EBC) website.

Employees must contribute leave annually during open enrollment to be considered as Sick Leave Pool Members.

Guidelines for making contributions to the pool are as follows:

- Contributions to the Pool are strictly voluntary and must be submitted via the Employee Benefit Center (EBC) during open enrollment;
- Employee must have a minimum of 80 hours (120 hours for Fire/EMS schedule) of sick leave remaining in their balance following contribution;
- Employee may contribute not less than 8 hours (12 hours Fire/EMS schedule) or more than 40 hours (60 hours Fire/EMS schedule) to the Shared Sick Leave Pool for annual membership;
- Contributions must be made in increments of 8 hours (12 hours for Fire/EMS); and
- Employees may not stipulate who is to receive their contributions to the Pool.

Employees may request an amount equal to their leave balance at the onset of an extended illness or disability, not to exceed 480 hours (720 hours for employees on the Fire/EMS schedule). The amount of leave employee is eligible for is based on their contribution (see chart below).

	Contribution	% of sick leave in balance at time of illness/injury that will be eligible to be matched by pool
	8 hours	20%
	16 hours	40%
	24 hours	60%
	32 hours	80%
	40 hours	100%
Fire/EMS	12 hours	20%
	24 hours	40%
	36 hours	60%
	48 hours	80%
	60 hours	100%

Using Shared Sick Leave Pool

Shared leave may be used intermittently as may be needed for on-going treatment. Requests for shared leave must be made on the “Request for Shared Sick Leave Benefit” form and submitted

to the City of Seguin Benefits Office. Any sick leave granted under this policy shall run concurrently with any leave an employee is granted under the Family and Medical Leave Act.

All requests will be considered based on the following:

- Only Sick Leave Pool Members are eligible to withdraw leave;
- Employee has been employed full-time for twelve (12) continuous months;
- Shared leave has not been utilized within last twelve months; and
- The amount of leave in the pool at the time of the request for leave.

Participation in this plan shall terminate, and the remaining balance of shared leave returned to the pool, if any of the following occurs:

- The participant receives full medical release from treating physician;
- The participant returns to work;
- The participant's employment is terminated;
- The employee/participant fails to provide medical documentation as requested by the plan administrator or otherwise violates City policy regarding medical leave; or
- On the date of the participant's death.