



Santa Fe College Rules Manual

Title:	Leaves of Absence	Procedure 3.20P
Based on	Rule 3.20	
Effective Date:	May 13, 2008	

Purpose: To provide an opportunity for employees to create a bank of sick leave hours that can be drawn on by fellow employee sick leave pool (SLP) members who exhaust all sick leave due to a catastrophic illness or health related emergency.

Contributions to the Sick Leave Pool

Upon enrollment in the pool, each member will make a contribution of eight hours that is deducted from the employee's accrued sick leave. Each fiscal year all members make an automatic annual contribution of four hours of their accrued sick leave. A member who does not have a balance of at least four hours of earned sick leave shall have the four hours deducted from the next earned sick leave. This deduction shall have precedence over any other deduction from earned sick leave.

Whenever the balance in the pool falls below three hundred and twenty hours, all members shall make an additional automatic contribution of two hours subject to the

statement which supports the description, certifies inability to work, and provides an estimated time for return to work. The applicant must sign an authorization for release of any relevant information from physicians, clinics, hospitals, and/or insurance companies.

- F. The request must be consistent with the purpose and intent of the sick leave pool to provide leave to those who have managed their personal sick leave hours diligently and have a need for sick leave hours due to unforeseen emergency injury or catastrophic non-routine illness and be approved by the SLP Committee.

The maximum number of days that can be withdrawn from the sick leave pool by any one individual in any 12-month period is 60 or 480 hours. The maximum number of days that can be withdrawn from the sick leave pool by any individual in any 36 month period is 120 or 960 hours.

The SLP Committee can request additional or updated information at any time and can terminate withdrawal of leave from the pool at any time if not convinced that continued absence from work is necessary.

