

### Shared Sick Leave Pool

(approved 8/12/04) (revised 7/9/09, 6/9/16, 5/7/24)

The sick leave pool may be used by employees who qualify for leave under the Family and Medical Leave Act ("FMLA"). Sick leave pool hours may be used during the FMLA period by a qualified employee with no accumulated sick leave or vacation time or who has exhausted all of their accumulated sick leave or vacation time. Sick leave pool hours may not exceed the maximum leave authorized by FMLA regulations. The twelve-month period, as described in FMLA regulations, will commence on the day an employee first utilizes sick leave, whether that be through accumulated sick leave or vacation time, or through sick leave pool hours.

Procedures for administering the shared sick leave program are handled by Human Resources.

Any employee found abusing the benefit will no longer be entitled to participate in the shared sick leave pool.