

Sick Leave Pool: Frequently Asked Questions

How much sick leave does any employee earn?

Full-time benefits-eligible employees earn 8 hours of sick leave per month of employment; part-time benefits-eligible employees earn 4 hours of sick leave per month of employment. Faculty employed during the summer semester earn sick leave up to a maximum of 8 hours per month based upon the contracted workload.

How much sick leave can an employee accumulate?

Earned sick leave hours accrue indefinitely; there is no maximum accrual amount.

Will I be paid for my accrued sick leave upon separation from the university?

No.

Can unused sick leave be credited toward my Teacher's Retirement?

Yes. If an employee has accrued at least 60 days of unused sick leave, all unused hours can be credited toward retirement.

How does the sick leave pool work?

If you are a pool member, and you experience a personal, catastrophic illness or injury and you anticipate that you will exhaust all of your personal leave benefits (e.g., sick leave, annual leave compensatory leave, if applicable); you may request permission to utilize leave credits from the pool. All requests for sick leave pool credit utilization shall be made in writing by, or for, the employee to the sick leave pool administrator and a health care provider is required to provide written verification of the catastrophic nature of the illness or injury.

Once your Sick Leave Pool administrator has received your written request and physician documentation, the forms will be forwarded to the Sick Leave Pool Committee for review.

If your request to withdraw hours from the pool is approved by the committee, you will not be required to repay the pool any of the hours you are granted. However, should you be able to return to work prior to exhausting all pool hours you have been granted, you must return the excess hours to the pool so that they may be available to meet the needs of other pool members.

The maximum withdrawal by a member in any fiscal year is 480 hours. When a member withdraws the maximum number of hours for which he/she is eligible, the membership in the pool will automatically terminate.

How often does the Sick Leave Pool Committee meet?

The committee shall meet when a request to use the sick leave pool is received.

What is a "catastrophic" illness or injury?

A catastrophic illness or injury is defined as a severe condition or combination of conditions affecting the mental or physical health of the employee, which has resulted in a life-threatening condition and/or has had a major impact on life-functions. Such life-functions shall include, but not be limited to, the loss of physical senses, the loss of physiological processes, or the loss of limb.

Who is the sick leave pool contact person?

Rebecca N. Carroll, Director of Human Resources, Phone: 912.927.5267, email: carrolre@mail.armstrong.edu, Fax: 912.921.7375

If I run out of sick leave, can I ask the committee for more hours?

No. Once you have run out of your allotted sick leave hours from the pool, no more hours shall be granted.

Can I use Short-Term Disability while using leave credits from the sick leave pool?

No. If you have enrolled in a disability plan (post-tax) with Colonial Supplemental Insurance Company, that disability plan will offset your usage of sick leave pool hours. Colonial will pay you during your period of disability only after your leave has been exhausted. Therefore, if you are using hours from the sick leave pool, you will not be paid for disability through Colonial.

Can I use Long-Term Disability while using leave credits from the sick leave pool?

No. If you have enrolled in a disability plan (post-tax) with The Hartford Life & Accident Insurance Company, that disability plan will offset your usage of sick leave pool hours. The Hartford Company will pay you during your period of disability only after your leave has been exhausted. Therefore, if you are using hours from the sick leave pool, you will not be paid for disability through Hartford.

What is the maximum number of sick leave pool hours an employee can be granted in a year's time?

The maximum number of sick leave pool hours for a full-time employee is 480.

What happens if I use that maximum number of sick leave pool hours?

You will need to re-apply for membership during the period of open enrollment during the months of October and November.

Who will benefit from membership in the sick leave pool?

If you have only a minimal amount of sick leave, joining the pool would make you eligible to apply for sick leave credits from the pool in the event of catastrophic illness or injury. If you have a large amount of sick leave and don't think you will benefit from membership, joining the pool will enable you to keep a fellow AASU from having to take leave without pay in the event of catastrophic illness or injury. Also, remember that Short and Long Term Disability does not pay 100% of your salary.