
Sick Leave Pool

Program Information

What would you do?

What would you do if you became catastrophically injured or ill and had to use all of your sick, vacation, and compensatory leave? If you participated in Armstrong Atlantic State University's sick leave pool, you could have access to additional sick leave!

Armstrong Atlantic State University's sick leave pool allows participating employees to combine a portion of their individually accrued sick leave for collective use.

As a member of the sick leave pool, you would be able to draw upon the pool, after approval from the sick-leave pool committee, in instances where you used all of your sick, vacation, and compensatory leave hours (if applicable) because of personal (*not family*), catastrophic injury or illness.

What is catastrophic injury or illness?

Catastrophic injury or illness 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 include, but are not limited to, loss of physical senses, loss of physiological processes, or loss of a limb.

All requests to withdraw hours from the pool are evaluated on a case-by-case basis.

Are you eligible to participate?

You are eligible to participate in the sick leave pool if:

- You have completed one year of employment with Armstrong Atlantic State University.
- You have a minimum of 64 hours of sick leave on balance for full-time benefited employees OR
- a minimum of 32 hours of sick leave on balance for part-time benefited employees.

How do you apply for membership?

If you wish to participate in the pool, please complete the Application for Membership and return to the:

Sick Leave Administrator

Rebecca Carroll
Director of Human Resources
Armstrong Atlantic State University
11935 Abercorn Street
Savannah, GA 31419-1997
Phone: 912-927-5267
Fax: 912-921-7375

Your application must be received by Friday, December 15, 2006. The next opportunity to enroll will be the annual "Benefits Open Enrollment" period during October 2007 and November 2007.

How are contributions made to the pool?

You will contribute sixteen hours (full-time benefited) and eight hours (part-time benefited) of your sick leave to the sick leave pool, which will be deducted from your sick leave account automatically.

If the pool becomes depleted (a balance of less than 120 hours), pool members will be notified at least five (5) business days in advance that eight hours (FTB) and four hours (PTB) will be deducted from their personal sick leave account.

How do you use the pool?

Any use of the sick leave pool must be approved by the sick-leave pool committee. In addition, the sick leave pool administrator facilitates the committee's activities, the processing of applications, and requests for use of the pool.

When you make a request to withdraw hours from the sick leave pool—and you do so by forwarding your request to the sick-leave pool administrator—the committee will review, approve or disapprove your request and determine an amount of sick leave to award.

An employee will be eligible to use one day from the pool for each day of personal sick leave accrued, up to a maximum of 480 hours.

These hours will be awarded in lump-sum amounts. You will not be asked to replace any hours used from these awarded amounts; however, any hours not used because of your return to employment, termination, etc., must be given back to the pool.

Any hours that need to be returned will be transferred from your individual sick leave account.

How do you cancel your membership?

You may cancel your membership in the sick leave pool at any time by notifying the appropriate sick-leave pool administrator *in writing*. Any hours you have contributed will remain in the pool.

If you retire, transfer, resign, or are terminated from Armstrong Atlantic State University employment, you also will be terminated from the pool, effective on the date of the personnel action. The hours you have contributed to the pool will remain in the pool to meet future demands on the pool.

Still have questions? Please call contact the Sick Leave Administrator:

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Online information & forms can be found at:
<http://www.hr.armstrong.edu/a2006sickleave.htm>