



Joaquin **I**ndependent **S**chool **D**istrict
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**SICK LEAVE POOL
ADMINISTRATION PROCEDURES**
As of 11/07/2016

The **SICK LEAVE POOL** is a benefit to assist any regular employee of the district eligible for state and local leave who experiences a **CATASTROPHIC ILLNESS OR INJURY** (or is absent due to a catastrophic illness or injury of their immediate family). The pool allows other employees to voluntarily donate accrued LOCAL SICK LEAVE first then STATE PERSONAL LEAVE to a pool for the employee experiencing the catastrophic situation.

CATASTROPHIC ILLNESS OR INJURY as defined in JISD Board Policy-DEC (Local) is a severe condition or combination of conditions affecting the mental or physical health of the employee or a member of the employee's immediate family that requires the services of a licensed practitioner for a prolonged period of time and that forces the employee to exhaust all leave time earned by that employee and to lose compensation. Such conditions typically require prolonged hospitalization or recovery or are expected to result in disability or death. Conditions relating to pregnancy or childbirth shall be considered catastrophic if they meet the requirements of this paragraph.

POOL ADMINISTRATION

Superintendent will approve request and create the pool and Human Resources will administer donations of sick leave pool days.

FORMS REQUIRED

1. SICK LEAVE POOL REQUEST FOR DAYS
2. SICK LEAVE POOL ATTENDING PHYSICIAN'S STATEMENT
3. SICK LEAVE POOL DONATION OF DAYS

POOL CREATION

An employee with a catastrophic illness may request SICK LEAVE POOL creation after exhaustion of all state and local paid leave, including EXTENDED SICK LEAVE which is partially paid, compensatory time, vacation days and non-duty days.

POOL DONATIONS, LIMITATIONS & PROCEDURES

After Superintendent approves a pool, Human Resources will submit an email request to all JISD employees for donations to an anonymous employee's pool.

1. A signed SICK LEAVE POOL DONATION OF DAYS form indicating the number of accrued days the employee wishes to donate to the pool in one or one-half day increments must be submitted to the Administration Office.
2. Employees may donate no more than 10% of their total local sick and personal leave balance to any one employee's pool.
3. Employees must donate from the balance in their LOCAL SICK LEAVE first then may donate from their STATE PERSONAL LEAVE balance.
4. Employees may donate no more than 7 days per year from their leave balances beginning September 1 through August 31.
5. Each pool will begin with a maximum of 10 days. Additional days needed will be granted in 5 day increments up to a maximum of 20 days per employee pool.
6. Donated days pledged to the pool will be deducted from the employee's leave balance during the pay period that the SICK LEAVE POOL DONOR form is submitted.
7. Donated days from the various employees will be applied to an employee's pool in a first come first serve basis and donations received after the pool has reached its maximum initial 10 days will be returned to the donor.
8. Unused donated days remaining after the pool ceases will be returned to donors on a prorated basis when the pool ceases to exist because the days are no longer needed.