

Summary of Sick and Family Leave Pools

Table 1-Pool Leave Chart

Pool Leave Types	Sick Leave Pool	Family Leave Pool
Applicability	Employee in 50% or more budgeted position for 4.50 months or more	Employee in 50% or more budgeted position for 4.50 months or more
Donation	Donate accrued Sick Leave	Donate accrued Sick or Vacation Leave
Kind of Donation	Voluntary	Voluntary
Donation Increment	8-hour increments	8-hour increments
Donation Period	At any time during the fiscal year and upon termination	At any time during the fiscal year and upon retirement
Taxable Donation	Donation is non-taxable	Donation may either be taxable or non-taxable
Eligibility	Employee suffers a catastrophic illness or injury for which they have or has been under a licensed practitioner's care and must be absent for a minimum of 80 hours (proportionate for part-time employees)	Employee has exhausted all compensatory, sick, and vacation leave
Eligibility - continued	Employee's immediate family member suffers a catastrophic illness or injury for which is under a licensed practitioner's care for a prolonged period	There is no 80-hour requirement
Duration of Absence	Continuous or intermittent	Continuous or intermittent
Requesting Pool Hours	Before the hours are needed or as soon as possible and granted on the balance available in the pool	Before the hours are needed or as soon as possible and granted on the balance available in the pool
Reasons for Request - medical related	The birth of a child	The birth of a child
Reasons for Request - medical related	Employee's immediate family member suffers a catastrophic illness or injury for which is under a licensed practitioner's care for a prolonged period	A serious illness to an employee, including pandemic-related illness
Reasons for Request - medical related	Adoption of child younger than 3 years of age	A serious illness to an immediate family member, including pandemic-related illness
Reasons for Request - medical related	N/A	Bonding time within the first year after the child's birth
Reasons for Request - medical related	N/A	Placement of a foster child or adoption of a child under 18 years of age
Reasons for Request - medical related	N/A	Placement of any person 18 years of age or older requiring guardianship
Reasons for Request - medical related	N/A	An extenuating circumstance created by an ongoing pandemic, including providing essential care to a family member

Pool Leave Types	Sick Leave Pool	Family Leave Pool
Reason related to previous pool donation	Previous donation to the pool within certain criteria and for absence that is not non-catastrophic	Previous donation to the pool within the fiscal year
Documentation for Request	Request Form	Request Form
Medical Reason	Certification of Health Care Provider for Serious Health Condition	Certification of Health Care Provider for Serious Health Condition
Dependent Confirmation to care for child	N/A	a birth certificate, birth facts, or adoption or foster paperwork for a child under 18 years of age where employee is listed as a parent
Dependent Confirmation for guardianship	N/A	document that employee is the guardian of a person who is 18 years of age or older and requiring guardianship
Extenuating circumstance	N/A	proof of essential caregiver designation, proof of closure of a school or daycare
Usage of Leave	Must first use any sick or vacation leave if on intermittent absence as applicable	Must first use any sick or vacation leave if on intermittent absence as applicable, or any applicable Sick Leave Pool hours

In addition to Sick and Family Leave Pool hours, [Sick Leave Direct Donation](#) may be available in certain circumstances.

A direct donation may be an option when an employee has zero sick leave hours and:

- a) has exhausted any applicable Sick Leave Pool hours they are eligible for, or
- b) will use the donated hours to meet the 80-hour requirement for Sick Leave Pool hours, or
- c) when Sick Leave Pool hours are denied