



Steps to take to add a Donate Leave Request (Sick Leave Pool)

The Sick Leave Pool will be open for membership application during Open Enrollment. All full-time employees who meet the eligibility requirements can join the Sick Leave Pool. Eligibility will be determined as of the December 6, 2019 paycheck. To join, employees must have been employed for one year and have a minimum of 72 sick leave hours available. A contribution of 16 hours of sick leave is required to join the Sick Leave Pool. Membership will be effective the first workday in January.

To add a Donate Leave request (also known as Sick Leave Pool), log into myFSCJ and follow the steps below:

- Select My Time
- Select Donate Leave Request
- Choose **Sick Leave** under "Select Entitlement" header
- Input "16" as the number of hours to donate
- Under the "Agreement and Compliance" section, click the confirmation button
- Submit