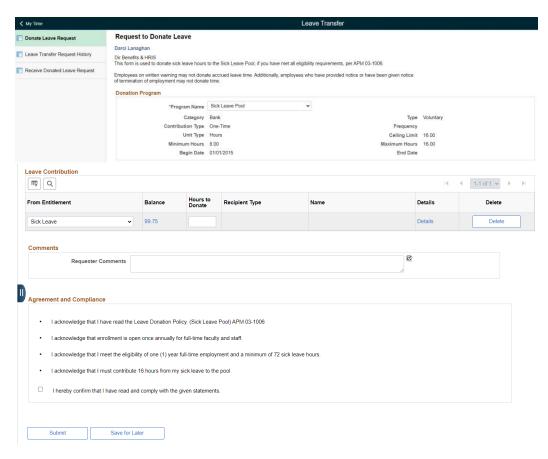


Joining the Sick Leave Pool

The Sick Leave Pool is open for membership application during annual Open Enrollment. All full-time employees who meet the eligibility requirements can become a part of the Sick Leave Pool. Eligibility is determined as of the December 8 paycheck and becomes effective the first workday of January the following year. Employees must have been employed in a full-time status for at least one year and have a minimum of 72 Sick leave hours available, as a contribution of 16 hours of Sick leave is required to be a member.

To join the Sick Leave Pool, add a "Donate Leave Request" by following the steps below:

- Select My Time tile
- Select Leave Pool Transfer tile
- Select Donate Leave Request
- Choose "Sick Leave" where you see the "Select Entitlement" dropdown field
- Input "16" in the Hours to Donate field
- Under the "Agreement and Compliance" section, click the Confirmation statement button
- Select Submit



For detailed information about FSCJ's Leave Donation Policy, see APM 03-1006.