

## SUPERINTENDENT

KRISTI MICKELSON

## OFFICE OF

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# MULLIN INDEPENDENT SCHOOL DISTRICT

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## SICK POOL PROCEDURES

In accordance with Board Policy DEC Local, an employee who has exhausted all paid leave and who suffers from a catastrophic illness or injury or is absent due to the catastrophic illness or injury of a member of the employee's immediate family may request the establishment of a sick leave pool, to which District employees may donate local leave or state personal leave for use by the eligible employee.

The employee or a member of the employee's family shall address any request for the establishment of a sick leave pool in writing or complete the application and forward to the Business Office.

No staff member shall be allowed to contribute more than ten (10) of his/her state or local leave days to sick leave pools in a school year. Only completed Mullin Sick Leave Pool Donation forms will be accepted.

All contributions to sick leave pools shall be voluntary and confidential donations. The maximum amount of sick leave hours that an employee may receive from the pool will be 720 hours. The pool shall cease to exist when the employee returns to work, uses the maximum number of days allowed under a pool, or exhausts all leave days donated to the sick leave pool. No general pool shall remain in existence.

An employee must contribute in 8 hour increments and cannot contribute less than 8 hours. An employee retiring from the agency may contribute any amount of sick leave to the sick leave pool. However, a retiring employee is advised that donations of 160 hours or more may affect the employee's retirement service credit or retirement eligibility.

Any unused balance of the sick leave pool granted to an employee will be returned to the pool and returned to the contributors based upon a percentage of the total amount received with a minimum of 4 hours returned. The estate of a deceased employee is not entitled to payment for unused sick leave pool.

Approved: \_\_\_\_\_

*Kristi Mickelson*

Date: \_\_\_\_\_

*1/30/18*

Superintendent