

Extended Sick Leave Pool

-Approved
UBOH 01/28/2009
GB 01/29/2009
-Effective 01/31/2008

Audience/Eligibility

This policy applies to all benefit eligible employees with 12 or more months of continuous employment with the Health District. Those county employees assigned to the Health District should refer to the county policy on leave.

Policy

The Galveston County Health District maintains the extended sick leave pools to provide a source of additional extended sick leave for those employees who have exhausted all leave time because of a catastrophic illness or injury and meet the criteria outlined in this policy. There are three employee pools: Galveston Area Ambulance Authority (GAAA), Galveston County Coordinated Community Clinics (4Cs), and Galveston County Health District-General Fund (GCHD).

Catastrophic Illness or Injury:

Catastrophic injuries or illnesses include injuries or illnesses with an “Outlier Threshold” of 30 or above as set forth in September 1, 1993 edition of the Federal Register.

Contributions

The extended sick leave pools consist of extended sick leave time voluntarily contributed by employees during the year or at the time of separation from the District. Employees wishing to contribute accrued unused extended sick leave time must complete an *Extended Sick Leave Pool-Donation Request* form and return the form to Human Resources.

Contributions to the pool must be in units of eight (8) hours and each employee may contribute a maximum of five work days (40 hours) of extended sick leave to the pool each fiscal year, provided his/her extended sick leave balance remains at least 80 hours after the transfer of leave to the pool. Employees separating from employment with the District may contribute up to ten days (80 hours).

An employee who contributes extended sick leave time to the pool may reclaim, for his/her own extended sick leave purposes, as many hours as he/she contributed during the current fiscal year, provided the number of hours exist in the pool. If the employee needs additional extended sick leave time and he/she meets the eligibility requirements, the employee should apply to the extended sick leave pool.

Galveston Area Ambulance Authority - Field Employees

GAAA field employees may contribute accrued unused extended sick leave to the pool in units of twenty-four (24) hours. The maximum contribution is two work days (48 hours) of extended sick leave to the pool each fiscal year, provided his/her extended sick leave balance remains at least 96 hours after the transfer of leave to the pool. GAAA field employees separating from employment with the District may contribute up to 4 days (96 hours).

Withdrawals

To be eligible for extended sick leave pool, the employee must have:

- exhausted all paid leave (including compensatory time);
- a satisfactory personnel standing with no written reprimands in his/her file for the previous year;
- been employed with the District for 12 or more continuous months;
- have a condition or conditions which causes the employee to be unable to work for one continuous month or longer; and
- completed necessary paperwork as outlined below.

To apply for leave from the extended sick leave pool, the employee must complete and submit the following to Human Resources:

- *Request for Withdrawal from Extended Sick Leave Pool* form signed by the employee and his/her Program Manager
- *Extended Sick Leave Pool - Medical Certification* signed by the treating physician

Whenever possible, requests for extended sick leave pool leave should be submitted at least ten (10) days in advance of the exhaustion of all accrued paid entitlements (PTO, compensatory, ESL, as applicable) when it can be anticipated that extended sick leave pool time will be needed

For each catastrophic illness or injury, an employee may be authorized up to 80 hours of extended sick leave pool per year.

Galveston Area Ambulance Authority - Field Employees

For each catastrophic illness or injury, a GAAA field employee may be authorized up to 96 hours of extended sick leave pool per year.

Extended Sick Leave Pool Administrator's Responsibilities

The Extended Sick Leave Pool Administrator is the Chief Operating Officer or designee.

It is the responsibility of the Extended Sick Leave Pool Administrator to:

- establish a program of accountability for contributing to and withdrawing from the extended sick leave pool;
- process requests in the order they are received;
- determine how many days, if any, to grant employees; and
- credit the pool with any granted but unused extended sick leave time.

Forms

-Extended Sick Leave Pool - Donation Request

-Request For Withdrawal From Extended Sick Leave Pool

-Extended Sick Leave Pool – Medical Certification

-List of Catastrophic Illnesses