

MISSOURI SOUTHERN STATE UNIVERSITY POLICY

Policy #:		Effective:	July 2017*	Category:	All University Employee Policies
Name:	SHARED SICK LEAVE POOL POLICY				

1.0 PURPOSE

The purpose of the policy is to provide guidance to University employees regarding the policy below in order to comply with the standards set forth by the University. This policy is necessary in order to maintain an effective and compliant workforce that meets the University mission.

2.0 SCOPE

University Employee Policy

3.0 POLICY

To provide a safety net against salary interruption for employees who have a catastrophic health condition causing them to be unable to perform their assigned job duties, MSSU has a Shared Sick Leave Pool of donated sick leave hours. Donations of sick leave hours by employees provide income to an affected employee who would otherwise be on unpaid leave.

Employees may voluntarily donate accumulated sick leave hours to the shared sick leave (SSL) pool to aid other employees who are unable to work due to a life-threatening or emergency medical condition. The term "life threatening or emergency medical condition" is defined as a health condition involving a serious, extreme, or life-threatening illness, injury, impairment, or condition.

A committee of University employees appointed by the President and the Faculty and Staff Senates are charged with applying the provisions of the policy to any employee who requests leave under the SSL policy.

The maximum amount of shared leave pool benefits accessible to a full-time/part-time recipient cannot exceed one-third of the balance of the pool, or 520/260 hours (three months leave time), whichever is less.

If a requesting employee has worked less than six months at MSSU continuously from his/her date of hire until the date of application, he/she is eligible to apply for one-fourth of the maximum amount of shared leave pool benefits (130/65 hours for full-time/part-time employees).

If a requesting employee has worked at least six months but less than one year at MSSU continuously from his/her date of hire until the date of application, he/she is eligible to apply for one-half of the maximum amount of shared leave pool benefits (260/130 hours for full-time/part-time employees).

If a requesting employee has worked at least one year at MSSU continuously from his/her date of hire until the date of application, he/she is eligible to apply for the maximum amount of shared leave pool benefits (520/260 hours for full-time/part-time employees). See the complete Shared Sick Leave Pool

Policy on the Human Resources intranet web site for additional information on donating sick leave and applying for benefits under this policy.

4.0 HISTORY

This policy may be revised, edited, changed or removed at any time with or without notice to applicable individuals.

5.0 RELATED DOCUMENTS