



## ***Sick Leave Pool***

The College of Central Florida administers a Sick Leave Pool. **It is open to full-time employees (during open enrollment only)** who meet the following criteria:

1. Employees with a minimum of one year of service with CF.
2. Employee **must** have accrued sick days attainable within the contract period:
  - a. 12 sick days (Administrator, Professional and Career Service employees)
  - b. 10 sick days (10 month employees)
  - c. 8 sick days (Faculty)
3. Employee is eligible to use sick leave pool time when all their own sick and vacation leave have been exhausted and upon receipt of a licensed physicians' statement that the employee is unable to work. The physician estimates the duration of time of the employee's inability to work.

Open enrollment is held semi-annually April 1 through April 30 and October 1 through October 31. For additional information, see board policy 6.19, administrative policy 6.19 or contact the Director of Human Resources at Ext. 1524.