

### 3.1.8

**Issued: October 29, 1999**

**Revised: November 2008**

## **SUBJECT: EMERGENCY LEAVE POOL POLICIES AND PROCEDURES**

- ◆ **Purpose:** To assist employees who have faced catastrophic health problems resulting in the exhaustion of their earned sick leave.
- ◆ **Policy:** Administrators and staff may voluntarily contribute two (2) days of sick leave annually during the fiscal year (July 1 through June 30) to an EMERGENCY LEAVE POOL from which employees who have exhausted their sick leave because of catastrophic illness or injuries may request assistance. Requests for assistance will be submitted to the Fringe Benefits Committee for consideration. The committee may elect to award up to ten (10) days of additional sick leave for each unrelated illness or injury, depending on the number of days available in the EMERGENCY LEAVE POOL, to the employee requesting assistance. These additional sick leave days shall be used as specified in policy 3.1.6.
- ◆ **Procedures:**
  - 1) Administration and staff may contribute two days of sick leave to the EMERGENCY LEAVE POOL during each fiscal year by using the Catastrophic Sick Leave Contribution Form (Attachment A).
  - 2) Donations to the EMERGENCY LEAVE POOL may not be designated for any particular person; all donations to the EMERGENCY LEAVE POOL must be undesignated.
  - 3) The employee must submit his/her Catastrophic Sick Leave Request Form (Attachment B) and rationale to his/her supervisor who will make a recommendation regarding the request.
  - 4) The supervisor will submit the completed request form and rationale to the Fringe Benefits Committee.
  - 5) After the Fringe Benefits Committee has acted upon the request, the Committee will notify the Payroll Coordinator of their decision, and the Payroll Coordinator will make the appropriate entries to the employee's file and the Emergency Leave Pool's records.
  - 6) Up to ten (10) days leave will be awarded as needed to clear the amount overused.
  - 7) The Payroll Coordinator will notify the employee of the committee's decision.

### ADMINISTRATION, FACULTY AND STAFF

- ◆ When a full-time employee has been employed for one year or longer and becomes permanently disabled by illness or accident, his/her salary will be paid for one month following the end of the month when all sick leave has been used.
- ◆ In the event of death during the contract period of a full-time employee, Brewton-Parker College will pay a deferred compensation to the surviving dependents in an amount to be determined as follows:
- ◆ If employed for one year, but less than two years, a sum equivalent to one month's salary.
- ◆ If employed for two, but less than three years, a sum equivalent to two month's salary.
- ◆ If employed for three or more years, a sum equivalent to three month's salary.

Contact for Interpretation: President

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This policy statement supersedes all previous  
policy statements on this subject.