

Board of County Commissioners
Crawford County Courthouse
Girard, Kansas

Resolution 2000-193

A Resolution Amending the Sick Leave Pool Policy

WHEREAS, pursuant to Resolution 97-143, dated April 29, 1997, the Board of County Commissioners established a sick leave pool for County employees and adopted a policy to govern said pool; and

WHEREAS, the Board of County Commissioners finds that minor amendments are needed to govern new employee eligibility and to create a one month “open enrollment period” per year for current employees.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Crawford County, Kansas:

Section 1. The Crawford County Employee Sick Leave Pool Policy is amended as follows: (changes underlined)

MEMBERSHIP. Any new employee, hereafter, will be eligible to join:

1. After accumulating ten days of sick leave.
2. At any time up until their one-year anniversary date,

F. Any new employee who has not joined the Pool or whose membership has terminated for any reason may enter/reenter the Pool during the one month open enrollment period which is set as January 1 to January 31 of each year. No employee will be allowed to enter the pool after the open enrollment period expires except if they are a new employee and meet the requirements set forth in section E above.

Section 2. Any provisions contained in Resolution 97-143 which conflict with this resolution are hereby repealed. Otherwise Resolution 97-143 remains in full force and effect.

Section 3. This resolution shall become effective upon its adoption by the Board of County Commissioners.

ADOPTED, APPROVED AND GIVEN, by the Board of County Commissioners of Crawford County, Kansas under our hands at the Courthouse in Girard, Crawford County, Kansas this _____ day of December, 2000.

Bob Kmiec, Chairman

Tom Moody

Anthony Pichler

ATTEST:

Kevin Anselmi, County Clerk

Crawford County

Employee Sick Leave Pool Policy

PURPOSE. To help fellow employees who opt to join the pool by furnishing a continuing income for County employees who are faced with a personal major illness or accident and have used all of their individual sick leave, major medical leave, and vacation days. This Pool is designed to bridge time between expiration of sick leave, major medical leave, and vacation and coverage by long term disability insurance. This pool is not designed for brief absences after sick leave is used up. The County Sick Leave Pool Board will be responsible for the administration of the Sick Leave Pool.

MEMBERSHIP. All full-time County personnel may join the Sick Leave Pool upon meeting the following requirements. Membership in the Pool is optional and is not a mandatory condition of employment. Sick leave days are the only contribution required by the employee. (Employee can donate major medical days instead of sick days.)

- A. Members must donate two (2) days of sick leave per year, until such time that the Pool reaches 400 days.
- B. Member must agree to donate additional days for sick leave to the Pool if requested.
- C. Members will forfeit all rights to days that have been donated; those days will belong exclusively to the Pool.
- D. Current employees with ten (10) accumulated days of sick leave may initially join the Sick Leave Pool within 90 days of the inception of the policy.
- E. Any new employee, hereafter, will be eligible to join:
 1. After accumulating ten days of sick leave.
 2. At any time up until their one-year anniversary date.
- F. Any employee who has not joined the Pool or whose membership has terminated for any reason, may enter/reenter the Pool during the one month open enrollment period which is from January 1 to January 31 each year. No employee will be allowed to enter the pool after the open enrollment period expired except if they are a new employee and meet the requirements set forth in section E above.

G. All employees desiring membership will be required to sign a form stating they wish to join the Pool. Withdrawal from the Pool will require a 30 day notice in writing filed with the Fiscal Clerk.

H. Members will abide by the decision of the County Sick Leave Pool Board, whose decision will be final.

COUNTY SICK LEAVE POOL BOARD. The board shall consist of three members person selected by the Board of County Commissioners. The board members shall serve one (1) year terms. Members can be reappointed t unlimited terms.

DONATION OF DAYS. After the year in which 400 or more days are accumulated, donation to the pool will cease (except for the required donation by new members entering or reentering the Pool). The Sick Leave Pool Board will inform members when additional days need to be donated to the Pool.

STARTING AND TERMINATION DATES. The Sick Leave Pool will be effective upon approval by the County Commission on April 25, 1997. Former members retain no rights or interests in the Pool following their termination of employment with the County. If it is ever decided that the Pool should cease to exist, donations to the Pool will be stopped. The County Sick Leave Pool Board will continue to withdraw days as requested and approved until all donated days have been used. At that time, the Pool will cease to exist.

ELIGIBILITY. All personnel who have contributed to the Pool are eligible to use the pool after having used all of their sick leave, major medical leave, and vacation.

Employees must have a major illness or injury which requires continuing doctor care. Normal pregnancy will not be covered.

PROCEDURE TO USE THE POOL.

- A. Eligible employees shall submit a written letter to the County Sick Leave Pool Board, requesting withdrawal of days with the following information: name, letter from their doctor specifying the nature of their illness (all medical information will be held in strict confidence), and the earliest date the doctor plans to release them to return to work.
- B. When the request is received, a meeting of the committee will be called within five working days of the receipt of the request.
- C. No requests will be accepted for less than one work day.

- D. The County Sick Leave Pool Board may require additional information from the requesting employee during the employee's use of the Pool. Failure to provide the additional information may result in the loss of Pool privileges.
- E. The sick leave pool may not be used to cover employees who are receiving pay from worker's compensation.
- F. The maximum request an employee can make is for thirty (30) days. Additional days can be approved by the County Sick Leave Pool Board at its discretion. The employee must follow the request procedure in Section A. to be eligible to receive additional days.

COUNTY SICK LEAVE POOL BOARD RESPONSIBILITIES. The County Sick Leave Pool Board will generally be responsible for reviewing the applications for withdrawal of Sick Leave Pool days, determining the completion and credibility of the applications, making any additional requirements upon the employee, and finally determining the number of days of eligibility that will be granted, if any. The board has the sole discretion to award any, all, or none of the days eligible to be drawn from the Pool. Any appeals should be made to the County Sick Leave Pool Board.

MEMBERSHIP IN THE POOL DOES NOT AUTOMATICALLY GUARANTEE THE RIGHT TO DRAW DAYS. It is the responsibility of the board to make sure that the pool is not abused.

Sick Pool Form

I, _____, wish to join the Crawford County Employee Sick Leave Pool by donating the required 2 days of sick leave. I have read the policy and agree to abide by all of the rules of membership that it contains.

Date

Signature