



SICK LEAVE POOL
(EXPLANATION & AGREEMENT)

The Montezuma County Sick Leave Pool is a voluntary program made possible by county employees being allowed to pool accrued sick leave for mutual use.

Employees must donate to the pool to receive from the pool. Employees wishing to join will donate two (2) sick days with a waiting period of six (6) months to draw from the pool. In the event the pool is exhausted, participating employees will be asked to donate an additional day.

This policy applies only to employees of Montezuma County and does not extend to immediate family members.

ELIGIBILITY AND PROVISIONS:

1. The Sick Leave Pool shall be for the benefit of the employee who has used all of their accrued sick, vacation and compensatory leave. Employee may request sick leave pool benefits up to forty five (45) days per 12 consecutive month period for catastrophic illnesses or accidents as determined by the county. This request must be submitted, along with medical certification of their condition, to the Human Resources Department.
2. Normal maternity will not be considered for a valid sick leave pool request.
3. If an employee is receiving compensation from Workman's Compensation he/she will not be eligible to receive sick leave pool days for the same period of time.
4. An employee not working will not be able to earn vacation or sick leave while they are drawing days from the sick bank pool.



EMPLOYEE SICK LEAVE POOL AGREEMENT

I HAVE READ THE EXPLANATION OF THE SICK LEAVE POOL, ITS BENEFITS, REQUIREMENTS, LIMITATIONS, AND RESTRICTIONS AND I FULLY UNDERSTAND AND AGREE TO ITS TERMS. PLEASE ENROLL ME IN THE EMPLOYEE SICK LEAVE POOL.

NAME
(PRINT) _____ DEPARTMENT _____

SIGNATURE _____ DATE _____

Date 2 days donated: _____

6 month waiting period end date: _____