



Highlights of Sick Leave Pool Policy & Procedures

Enrollment periods for eligible employees to become a member of the Sick Leave Pool are August 1-31 and January 1-31. These are the only windows of opportunity to enroll.

6 Who is eligible?

Full time employees are eligible for sick leave pool.

New employees must have completed six months of

employment and accrue a minimum of 5 days (40 hours) of sick leave.

6 How do I enroll?

Complete and submit the SLP