



Shared Leave Pool

Averett
University

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Membership into Averett University's Shared Leave Pool (SLP) is voluntary and is only available to permanent, full-time staff members who receive benefits.

About SLP:

- The SLP will maintain a minimum of 600 hours. If it should drop below 600 hours during the year, each member will contribute one additional day (8 hours) within the next 30 days, or in excess of 16 hours.
- Requests will be submitted to the vice president of human resources (VP of HR) and the benefits coordinator (BC). They will maintain an accurate system of donated and used leave for the purposes of monitoring compliance with the policy.
- Requests will be approved or denied in writing within 10 days. Each request will be reviewed with consideration of the circumstances specific to each situation. If a request is denied, it may be appealed.

Membership Criteria:

- Employees must have worked at the University one year before joining
- Annual enrollment is July 1-31 every year
- Employees must donate 16 hours of sick leave to enroll in the program. Voluntary donations are accepted from members who maintain 72 hours of accrued time. Members having reached the maximum amount of accrued sick leave may elect to donate any additional sick leave to the SLP by a notation on the membership form. This will remain in effect until the member completes another form revoking the decision. Members must have accrued 72 hours of sick leave from a previous year in order to donate 16 hours.
- SLP contributions are non-refundable and non-transferable.
- In order to withdraw days from the SLP, members must already have contributed sick leave. An employee must be a member of the SLP for one year before they can request time.

Utilizing the SLP:

- Member must be affected by a serious or prolonged medical condition and must have exhausted all available vacation and sick leave before submitting a request form.
- The request form must be submitted to the VP of HR and BC 15 days in advance, along with a statement from a physician that states the member's inability to perform job functions. A member may apply and be approved for the use of the SLP in anticipation of exhausting all available leave.
- The withdrawal requested may not exceed the number of hours an employee is normally scheduled to work.
- Should a member be unable to physically or mentally request leave, a family member may make a request on his/her behalf to the VP of HR and the BC. A completed request form and doctor's verification must be submitted.
- The maximum withdrawal during the fiscal year (July 1-June 30) is 240 hours per member. If an extension is needed, a request form must be submitted with a doctor's certification verifying the medical need 30 days before the extension is to begin. The request will be reviewed and approved or denied by the VP of HR and the BC. The maximum number of hours for extended leave is 120.
- All hours not utilized by the member must be returned to the SLP.

Additional Information:

- The SLP will not be utilized for maternity leave unless the mother or child experiences illness that would be deemed catastrophic and all other leave is exhausted.
- A member may utilize the pool due to serious or prolonged illness of an immediate family member as defined in the Staff Handbook under Leaves of Absence. The VP of HR and BC must approve any other relatives.
- Employees on Worker's Compensation shall not be permitted to draw from the SLP.
- A member that is no longer a permanent, full-time employee may choose to donate any sick leave to the SLP. A member may elect to donate excess sick leave prior to retirement by completing another membership form specifying the number of hours to donate.