 OCA Family Leave Pool Application

# to be completed by employee

This program allows employees to voluntarily contribute sick or vacation leave to a Family Leave Pool. The Family Leave Pool is intended to assist employees who have exhausted all paid leave due to bonding with and caring for children during a child’s first year following birth, adoption, or foster placement or caring for self or a seriously ill family member, including pandemic-related illnesses or complications caused by a pandemic.

An OCA employee may contribute one or more days of sick or vacation leave to the Family Leave Pool.

A retiring OCA employee may designate the number of sick or vacation leave hours to be used for retirement credit and the number of sick or vacation leave hours to be donated to the Family Leave Pool.

**Please check one:**

[ ]  **CONTRIBUTION:** I wish to contribute \_\_\_\_ hours of my accrued and unused **sick leave** balance to the Office of Court Administration Family Leave Pool.

[ ]  **CONTRIBUTION:** I wish to contribute \_\_\_\_ hours of my accrued and unused **vacation leave** balance to the Office of Court Administration Family Leave Pool.

[ ]  **WITHDRAWAL:** I have exhausted all of my paid leave and request \_\_\_\_ hours from the Office of Court Administration Family Leave Pool due to:

[ ]  birth of a child;

[ ]  the placement of a foster child or adoption of a child under 18;

[ ]  the placement of a person 18 or older requiring guardianship;

[ ]  a serious illness to self or an immediate family member, including a pandemic-related illness.

I have read the Family Leave Pool policy and understand that requesting leave from the Family Leave Pool requires submitting appropriate documentation.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Employee (signature) |  | Date |
|  |  |  |
| Human Resources (signature) \* |  | Date |
|  |  |  |
| Administrative Director (signature) |  | Date |

*\*Copies of this form should be kept in the employee’s personnel file and distributed to Payroll.*