31.06.01.L1.01 Sick Leave Pool Administration Procedures

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Standard Administrative Procedure Statement

The purpose of this Standard Administrative Procedure (SAP) is to outline procedures for contributing hours to or withdrawing hours from the University Sick Leave Pool (SLP), as a supplement to System Regulation 31.06.01, Sick Leave Pool Administration.

Procedures and Responsibilities

1. ELIGIBILITY
   1.1 Regular employees are eligible to contribute hours to and withdraw hours from the SLP in accordance with eligibility criteria outlined in System Regulation 31.06.01, Sick Leave Pool Administration. A regular (eligible) employee is defined as budgeted by name for 50 percent or more time for at least four and one-half months, excluding students holding positions for which student status is a requirement for employment and, by law, chief executive officers.

2. ADMINISTRATION
   2.1 The leave administrator in the Office of Human Resources (HR) shall be the SLP Administrator and shall be responsible for reviewing and approving or denying request(s) for transfer of hours into and from the SLP according to the guidelines established in System Regulation 31.06.01, Sick Leave Pool Administration.
   2.2 The SLP Administrator will process requests within 10 working days following the receipt of all information necessary to make a decision.
   2.3 The SLP Administrator will ensure that an employee’s official leave record reflects the appropriate deduction for contributions to the SLP and/or the appropriate credit for receipt of hours from the SLP.
   2.4 Decisions to allocate SLP resources to eligible employees will be equitable, consistent, and without regard to employee classification or any other legally impermissible reason.
3. **CONTRIBUTION OF TIME**

3.1 To contribute sick leave hours to the SLP, a regular (eligible) employee or terminating employee must submit a *Sick Leave Pool Donation Form* to the SLP Administrator. The *Sick Leave Pool Donation Form* is available in HR.

3.2 A regular (eligible) employee may contribute one or more days of his/her accrued sick leave hours to the SLP at any time during his/her employment. A retiring or terminating employee may contribute to the SLP at the time of his/her retirement or termination from the University. SLP contributions must be in 8-hour increments.

3.3 All contributions to the SLP are voluntary and are applied to the general SLP. SLP contributions may not be applied to the SLP for the use of a specific individual.

3.4 An active TAMIU employee who previously contributed hours to the TAMIU SLP and has exhausted all their sick leave may request a reinstatement of the hours s/he previously contributed to the TAMIU SLP, in accordance with *System Regulation 31.06.01, Sick Leave Pool Administration*. The request must be made in writing to the SLP Administrator utilizing the *Sick Leave Pool Returned Hours Form* available in HR.

4. **WITHDRAWAL OF TIME**

4.1 To request a withdrawal of sick leave hours from the SLP, a regular (eligible) employee must submit a *Sick Leave Pool Withdrawal Form* to the SLP Administrator. The *Sick Leave Pool Withdrawal Form* is available in HR.

4.2 SLP hours must be requested before the hours are needed or as soon as possible. State law prohibits the retroactive granting of sick leave or SLP hours.

4.3 A regular (eligible) employee is eligible to receive SLP hours when all of the following conditions are satisfied:

   4.3.1 The employee or employee’s immediate family member has a catastrophic illness or injury that requires treatment by a licensed practitioner, as defined by *System Regulation 31.06.01, Sick Leave Pool Administration*.

   4.3.2 The employee has furnished the appropriate medical certification form signed by the treating licensed practitioner, providing the general nature of the catastrophic illness or injury, prognosis, and expected recovery date.

   4.3.3 The employee has been absent from work due to the employee’s or employee’s immediate family member’s catastrophic illness or injury for a prolonged period. As defined by *System Regulation 31.06.01, Sick Leave Pool Administration*, a prolonged period is 160 hours of continuous or intermittent missed work, with or without pay. For a less-than-full-time employee, the requirement will be proportional to their percent effort (e.g., 50% effort equals 80 hours of continuous or intermittent missed work).

   4.3.4 The employee has exhausted all their sick leave, vacation leave, and compensatory time.

4.4 Employees requesting hours from the SLP may be required to submit periodic updates from the treating licensed practitioner regarding the current status of the medical condition and, for the employee, the ability to work upon recovery.

4.5 As specified in *System Regulation 31.06.01, Sick Leave Pool Administration*, an eligible employee may use up to one-third of the total amount of hours in the SLP or up to 90 working days (720 hours), whichever is less, for each catastrophic illness or injury.
4.6 As specified in *System Regulation 31.06.01, Sick Leave Pool Administration*, pregnancy will not be treated as a catastrophic illness unless severe illness and prolonged complications arise with respect to either the mother or the child.

4.7 As specified in *System Regulation 31.06.01, Sick Leave Pool Administration*, employees receiving Worker’s Compensation benefits are not eligible to withdraw hours from the SLP.

5. **APPEAL PROCESS**

An employee wishing to appeal a decision made by the SLP Administrator must submit the request in writing to the VP for Finance & Administration (VPFA) within two weeks of the denial of the *Sick Leave Pool Withdrawal Form*. The VPFA will consult with the Director of Human Resources to review the appeal and render a final decision on the appeal. The Director of Human Resources will prepare the written decision for the VPFA who will send it to the employee making the appeal.

### Related Statutes, Policies, Regulations, Rules or Requirements

- *System Regulation 31.06, Sick Leave Pool*
- *System Regulation 31.06.01, Sick Leave Pool Administration*
- *System Regulation 31.03.02, Sick Leave*
- *Texas Government Code, Chapter 661, Subchapter A*

### Contact Office

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