



UT System Administration Policy Library -- Policy INT142

Sick Leave Pool

Responsible Officer: Associate Vice Chancellor for Employee Benefits and Services

Sponsoring Office: Office of Employee Services

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POLICY STATEMENT

The University of Texas System Administration (UT System Administration) has established a sick leave pool to provide a source of additional sick leave for employees appointed to work at least twenty hours per week for a period of at least four and one half months and who are not employed in a position that requires student status as a condition for employment. The sick leave pool is intended to help employees and their families if a catastrophic illness or injury forces an employee to exhaust all paid leave and to lose compensation as a result.

RATIONALE

To provide for the administration of the UT System Administration sick leave pool.

SCOPE

All offices of UT System Administration

WEBSITE ADDRESS FOR THIS POLICY

<http://www.utsystem.edu/policy/policies/int142.html>

RELATED STATUTES, POLICIES, REQUIREMENTS OR STANDARDS

UT System Administration Policies & Standards	Other Statutes, Policies & Standards
<ul style="list-style-type: none">• Board Regent's Rules and Regulations, Rule 30203	<ul style="list-style-type: none">• Texas Government Code, §§ 661.002-.008

CONTACTS

If you have any questions about UT System Administration Policy INT 142, *Sick Leave Pool*, contact the following offices:

Subject	Office Name	Telephone Number	Email/URL
Human Resources/ Employee Benefits	Office of Employee Services	512-499-4587	esc@utsystem.edu

DEFINITIONS

Catastrophic Illness or Injury:

A severe condition or combination of conditions affecting the mental or physical health of the employee or the employee's immediate family member that requires the services of a licensed practitioner for a prolonged period of time and that forces the employee to exhaust all leave time earned by that employee and for the employee to lose compensation from the State.

Immediate Family:

Those individuals related by kinship, adoption, marriage, or foster children who are so certified by the Texas Health and Human Services Commission who are living in the same household or, if not in the same household, are totally dependent upon the employee for personal care or services on a continuing basis.

Licensed Practitioner:

A licensed physician or other licensed health care professional who is practicing within the scope of his or her license.

Paid Leave:

Any sick, annual, state compensatory, floating holiday, overtime or other personal paid leave the employee has accrued prior to or, if using time granted from the sick leave pool on an intermittent basis, during the period of pool leave.

Pool Administrator:

The person appointed to administer the sick leave pool at UT System Administration.

Sick Leave Pool or Pool:

The accumulated sick leave donated by employees for utilization in accordance with this policy.

RESPONSIBILITIES

Employee

- Submits an application to the pool administrator in order to contribute sick leave to the sick leave pool.

- Submits an application and statement from the licensed practitioner treating the illness or injury to the pool administrator in order to request withdrawal of sick leave from the sick leave pool.

Pool Administrator

- Adopts forms and regulations appropriate for the administration of the sick leave pool.
- Credits the sick leave pool with an employee's contribution and deducts the corresponding amount from the contributing employee's sick leave balance.
- Processes applications to use sick leave pool hours in the order in which they are received.
- Credits an approved employee with sick leave pool hours and notifies the employee and the supervisor of the amount of time granted from the pool.

PROCEDURES

1. Pool Administrator

The sick leave pool is administered by a pool administrator designated at UT System Administration by the Chancellor.

2. Contributions to the Sick Leave Pool

The sick leave pool consists of sick leave hours voluntarily contributed to the pool by employees of UT System Administration.

With approval by the pool administrator, employees are permitted to contribute one or more days of sick leave to the sick leave pool at any time. With the exception of contributions by retiring employees, contributions to the pool must be in increments of eight hours. Retiring employees are permitted to contribute to the sick leave pool in any amount and are not restricted to increments of eight hours.

Sick leave contributed to the pool may not be designated for the use of a particular person.

Although contributions are voluntary, employees who separate from UT System Administration are encouraged to contribute to the pool, unless there is a possibility that they will be re-employed by the state within twelve months after the end of the month of separation and thereby eligible to have their sick leave balance restored. A separating employee who wishes to contribute to the pool must do so at the time of separation and

cannot make a contribution after separating employment. A separating employee who contributes sick leave to the pool is not eligible to have those hours restored if he/she returns to state employment within twelve months.

3. Withdrawal of Sick Leave from the Pool

Applications to withdraw sick leave from the pool must be submitted on the form prescribed by the pool administrator. An application must be filed with the pool administrator and must be accompanied by a statement from the licensed practitioner treating the illness or injury that resulted in the exhaustion of the accrued paid leave of the employee making the application. The statement must provide sufficient information regarding the illness or injury to enable the pool administrator to evaluate the employee's eligibility.

An employee is eligible to withdraw sick leave from the pool if the pool administrator determines that the employee or a member of his or her immediate family suffers from a catastrophic injury or illness and that the employee has exhausted all accrued paid leave because of the catastrophic illness or injury or because of a previous donation of sick leave to the pool.

In determining the amount of sick leave to be assigned to an eligible employee from the pool, the pool administrator will take into consideration the information contained in the employee's application and the statement from the licensed practitioner, the number of applications pending, and the amount of sick leave available in the pool. In no event shall the sick leave allocated to an eligible employee from the pool exceed 90 days or one-third of the sick leave pool balance, whichever is less, for the duration of lifetime employment with UT System Administration.

The employee may use sick leave assigned from the pool in the same manner as sick leave accrued by the employee and will be treated for all purposes as if the employee were absent on earned sick leave.

Depending upon the circumstances, any unused sick leave hours awarded from the pool may be returned to the pool by the pool administrator if the condition of the catastrophic illness or injury affecting the employee or the employee's immediately family member changes. The estate of a deceased employee is not entitled to payment for unused sick leave assigned from the pool.

4. PROCEDURES

4.1 The pool administrator will adopt forms and regulations appropriate for the administration of the sick leave pool.

4.2 An employee who wishes to contribute sick leave to the pool must submit an application to the pool administrator.

4.3 Upon approval of an application to contribute sick leave, the pool administrator will credit the sick leave pool with the contribution and will deduct the corresponding amount from the contributing employee's sick leave balance.

4.4 The pool administrator will process applications to use sick leave pool hours in the order in which they are received.

4.5 Upon approval of an application for sick leave pool hours, the pool administrator will credit the employee with the approved number of sick leave pool hours and will notify the employee and the supervisor of the amount of time granted from the pool.

FORMS AND TOOLS / ONLINE PROCESSES

[Sick Leave Pool Application Form](#)

[Certification of Health Care Provider Form](#)

APPENDIX

None

Keywords: sick leave pool, sick leave, sick time, time off, absence, HR, human resources, extended illness bank
