

1. Title

Sick Leave Pool

2. Policy

- Sec. 1 Policy Statement. The University of Texas System Administration will comply with the sick leave pool provisions established by the State of Texas. U. T. System Administration established a sick leave pool to provide a source of additional sick leave for employees. 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.
- Sec. 2 Purpose. To provide administration of the U. T. System Administration sick leave pool.
- Sec. 3 Eligibility. Employees of U. T. System Administration who are appointed at least 20 hours per week for a period of at least four and one-half months and who are not in a position that requires student status as a condition of employment.
- Sec. 4 Pool Administrator. The sick leave pool is administered by a pool administrator designated at U. T. System Administration by the Chancellor.
- Sec. 5 Contributions to the Sick Leave Pool.
- 5.1 The sick leave pool consists of sick leave hours voluntarily contributed to the pool by employees of U. T. System Administration.
- 5.2 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.
- 5.3 Sick leave contributed to the pool may not be designated for the use of a particular person.
- 5.4 Although contributions are voluntary, employees who separate from U. T. System Administration are encouraged to contribute to the pool, unless there is a possibility they will be reemployed by the State within 12 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 12 months.

Sec. 6 Withdrawal of Sick Leave from the Pool.

- 6.1 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 certification 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.
- 6.2 An employee is eligible to withdraw sick leave from the pool if the pool administrator determines the employee or a member of his or her immediate family suffers from a catastrophic injury or illness and 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.
- 6.3 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, 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 U. T. System Administration.
- 6.4 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.
- 6.5 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.

Sec. 7 Procedures.

- 7.1 The pool administrator will adopt forms and regulations appropriate for the administration of the sick leave pool.
- 7.2 An employee who wishes to contribute sick leave to the pool must submit an authorization form to the pool administrator.
- 7.3 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.
- 7.4 The pool administrator will process applications to use sick leave pool hours in the order in which they are received.
- 7.5 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.

3. 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 U. T. System Administration.

Sick Leave Pool or Pool - the accumulated sick leave donated by employees for utilization in accordance with this policy.

4. Relevant Federal and State Statutes

[Texas Government Code, Section 661 Subchapter A, State Employee Sick Leave](#)

5. Relevant System Policies, Procedures, and Forms

[Board Regent's Rules and Regulations, Rule 30203, Sick Leave Pool](#)

Please contact the Office of Employee Services at 512-499-4587 for forms and additional information.

6. System Administration Office(s) Responsible for Policy

Office of Employee Services

7. Dates Approved or Amended

April 1, 2006
August 31, 2009
October 31, 2012
July 1, 2013