

Family Leave Pool Guidelines

This information is provided to outline the process for making donations to or requesting hours from the TEES/College of Engineering Family Leave Pool (FLP). This is an additional pool of hours available to eligible employees for specific reasons.

Donation

1. The employee will complete a Family Leave Pool form to donate sick or vacation hours to the Family Leave Pool. The donor will make the decision whether the hours are taxable or non-taxable. Donations that are **not** considered taxable must be used for a medical emergency, which is defined by the IRS guidelines, as a major illness or other medical condition that requires a prolonged absence from work (40 hours), including intermittent absences that are related to the same illness or condition.
2. Donations must be made in 8-hour increments. The donation cannot be designated for a specific employee.
3. The Pool Administrator will credit the Family Leave Pool and reduce the donated hours from the donor's accrued leave balance. The Pool Administrator will process any taxable donations, when applicable.

Withdrawal

1. An employee can request to withdraw donated hours from the Family Leave Pool for the following reasons:
 - a. The birth of a child, including bonding, for the first year after the child's birth
 - b. The placement of a foster child or adoption of a child under 18 years of age
 - c. The placement of any person 18 years of age or older requiring guardianship
 - d. A serious illness to an immediate family member or the employee, including pandemic-related illness
 - e. An extenuating circumstance created by an ongoing pandemic, including providing essential care to a family member
 - f. A previous donation of time to the pool
2. Family Leave pool hours will be granted dependent on the balance in the pool at the time of the withdrawal request.
3. Employee must have exhausted all eligible compensatory, sick, and vacation leave.
4. Required documentation with application:
 - a. Birth of a child
 - i. Medical Certification Form for Employee/Family Member

- b. Bonding – in the first year after the child’s birth
 - i. Birth Certificate
- c. Placement of Foster Child or Adoption of a Child under 18 years of age
 - i. Adoption order
- d. Placement of any person 18 years of age or older requiring guardianship
 - i. Placement Order
- e. Serious illness of an immediate family member or the employee, pandemic related illness
 - i. Medical Certification Form for Employee/Family Member
- f. An extenuating circumstance regarding an ongoing pandemic, including providing essential care to a family member
 - i. Medical Certification Form for Employee/Family Member
 - ii. Proof of closure of school or daycare
- g. Document providing that the employee is the guardian of a person who is 18 years of age or older (and requiring guardianship)

5. The request must be submitted as soon as it is known hours are needed.

6. Submit the [FML Request](#) form and required documentation to Engineering Human Resources for review. Accuracy is checked in the following areas:

Family Leave Pool Withdrawal Form

- Name, UIN, and division
- Number of hours requested
- Purpose: catastrophic or non-catastrophic (withdrawal for previously donated hours is available only for employees who have contributed to the FLP during the current fiscal year and only for the number of hours contributed)
- Verify if the leave is due to a workers’ compensation claim
- Vacation accrual balance
- Employee’s signature (or division contact signature if unavailable)
- Date leave was exhausted
- Department head signature
- Departmental contact name and telephone number

Certification of Physician or Practitioner Form for Employee or Family Member Condition

- Employee’s name or patient’s name if other than employee
- Diagnosis clarified
- Date condition commenced
- Probable duration of condition
- Amount of leave needed
- Condition requires continuous or intermittent absences
- Inability to perform any job functions
- Physician’s original signature
- Physician’s diagnosis and **duration** is within policies of eligible FLP condition

The division should also provide the following information relative to the employee’s request:

- Starting date and ending date for use of FLP hours

7. A Family Leave Pool approval letter (or denial letter if appropriate) is sent to the employee’s Division to be forwarded to the employee. The Division maintains a copy in the employee’s confidential medical file. Upon approval, FLP use begins.

6. The entire application process is completed within **ten** working days from the time the form is submitted to Engineering Human Resources.
7. Requests for hours can initially be approved up to the length of time allotted by FMLA with extensions granted based on the divisions need.
8. When making a donation of hours to the FLP the employee completes the “donation” section of the Family Leave Pool Form.
9. The departmental Absence Partner will verify the employee has the sick or vacation leave hours available for donation to the FLP and will indicate, as appropriate, if the employee is leaving or retiring from TAMUS.
10. Engineering Human Resources makes the appropriate transactions in Workday to document the donation. This transaction will deduct the hours directly from the employee’s account and EHR will add the hours to the FLP balance.