

Sick Leave Pool Guidelines

This information is provided to outline the process for making donations to or requesting hours from the TEES/College of Engineering Sick Leave Pool (SLP).

1. The employee exhausts all available leave due to a medical condition and completes the Sick Leave Pool Form to withdraw hours from the SLP.
2. The employee's Department Head or designee signs the application verifying when leave without pay began and that the employee has missed or anticipates missing 80 hours of work due to the condition. Time missed can be continuous or intermittent.
3. The request must be submitted as soon as it is known hours are needed, as System Regulations limit pay from the pool to the pay period in which the application is received.
4. Submit form and required documentation to Engineering Human Resources for review. Accuracy is checked in the following areas:

Sick Leave Pool Withdrawal Form

- Name, UIN, division and mail stop
- Number of hours requested
- Purpose: catastrophic or non-catastrophic (withdrawal for non-catastrophic is available only for employees who have contributed to the SLP 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

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

- Date the employee fulfills the 80-hour requirements of missed work
- Starting date and ending date for use of SLP hours

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
- Physician's original signature
- Physician's diagnosis and duration is within policies of eligible SLP condition

5. A Sick 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, SLP 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 SLP the employee completes the "donation" section of the Sick Leave Pool Form.
9. The departmental Absence Partner will verify the employee has the sick leave hours available for donation to the SLP 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.