

Texas A&M AgriLife Extension Service Procedures



31.06.01.X0.01 | Sick Leave Pool

Approved: October 25, 2002

Revised: July 25, 2012

Reviewed: October 6, 2014

Next Scheduled Review: October 6, 2019

PROCEDURE STATEMENT

Texas A&M AgriLife Extension Service (AgriLife Extension) will adopt a program that allows employees to voluntarily transfer sick leave time earned to a sick leave pool for the benefit of eligible employees who are suffering from catastrophic illnesses or injuries.

REASON FOR PROCEDURE

This procedure is required by System Regulation 31.06.01, *Sick Leave Pool Administration*.

PROCEDURES AND RESPONSIBILITIES

1.0 GENERAL

The sick leave pool is intended to alleviate hardship caused to an employee and the employee's family if a catastrophic illness or injury forces the employee to exhaust all leave time earned by that employee and to lose wages or salary. It is available to all regular employees of AgriLife Extension.

2.0 PROCEDURES

- 2.1 The AgriLife Extension sick leave pool is administered by the AgriLife Human Resources Office.
- 2.2 Contributions and requests for withdrawal from the sick leave pool must be submitted to the Sick Leave Pool Administrator, AgriLife Human Resources Office.
- 2.3 The sick leave pool is a collection of donated sick leave hours, and eligible employees may donate one day or more of accrued sick leave in one day (8-hour) increments. A retiring/terminating employee may donate his/her remaining sick leave hours in one day (8-hour) increments to the sick leave pool. Donations to the sick leave pool will be made by using AgriLife form AG-433, *Sick Leave Contribution Form*. Hours should be donated prior to the date of retirement or termination.
- 2.4 An eligible employee may request withdrawal of sick leave hours from the pool by using AgriLife form AG-434, *Sick Leave Pool Application to Withdraw Hours*. When submitting a request for withdrawal of sick leave hours for a catastrophic illness or injury, the employee is required to furnish a completed Medical Certification Form signed by the licensed practitioner treating the employee or family member.

Employees requesting more than 30 days from the sick leave pool may be required to submit periodic updates from the licensed practitioner treating the employee or family member regarding the current status of the medical condition and ability to work upon recovery.

RELATED STATUTES, POLICIES, OR REQUIREMENTS

[System Policy 31.06](#), *Sick Leave Pool*

[System Regulation 31.06.01](#), *Sick Leave Pool Administration*

CONTACT OFFICE

Contact AgriLife Human Resources at 979-845-2423 with questions about the sick leave pool.