



October 24, 2016

TO: Texas A&M AgriLife On and Off Campus Unit Contacts

SUBJECT: New and Revised HR/Payroll Forms and Procedures

Please forward to appropriate staff.

The following policies/procedures/forms have been added or revised:

08.01.01.X1.01 Reasonable Workplace Accommodations -

<http://agrilifeas.tamu.edu/documents/080101x101.pdf>

08.01.01.A1.01 Reasonable Workplace Accommodations -

<http://agrilifeas.tamu.edu/documents/080101a101.pdf>

08.01.01.V1.01 Reasonable Workplace Accommodations -

<http://agrilifeas.tamu.edu/documents/080101v101.pdf>

AG-435 Reasonable Workplace Accommodation Request Form for Employees and Applicants -

<http://agrilifeas.tamu.edu/documents/ag-435.pdf>

31.06.01 Sick Leave Pool Administration – <http://policies.tamus.edu/31-06-01.pdf> [Requirements revised: Must be out 80 hours instead of 160 hours for a medical condition. Also, employees on maternity leave are eligible for sick leave pool hours once the requirements are met.]

AG-434 Sick Leave Pool Application to Withdraw Hours - <http://agrilifeas.tamu.edu/documents/ag-434.pdf>

AG-516 Relocation Allowance Payment Guidelines and Form - <http://agrilifeas.tamu.edu/documents/ag-516.pdf>

AG-519 Request for Compensation for Contribution to a Continuing Education or Other Extra Curricular Activity - <http://agrilifeas.tamu.edu/documents/ag-519.pdf>

For questions, please contact: Human Resources at (979) 845-2423

Texas A&M AgriLife Human Resources | <http://agrilifeas.tamu.edu/hr>