

# Texas A&M AgriLife Extension Service Procedures

## 31.06.01.X0.01 | Sick Leave Pool

Reviewed: July 21, 2020

Next Scheduled Review: July 21, 2025



[Click Here to View Revision History](#)

---

### PROCEDURE SUMMARY

---

Texas A&M AgriLife Extension Service (AgriLife Extension) has a sick leave 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.

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.
- 2.2 Contributions and requests for withdrawal from the sick leave pool must be submitted to the Sick Leave Pool Administrator, AgriLife Human Resources.
- 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**

---

Questions regarding this procedure should be referred to AgriLife Human Resources at 979-845-2423.

---

**REVISION HISTORY**

---

Approved: October 25, 2002  
Revised: July 25, 2012  
Reviewed: October 6, 2014  
            July 21, 2020

Next Scheduled Review: July 21, 2025