Pursuant to Texas Government Code Section 661.021, a state employee Family Leave Pool program has been implemented. The purpose of the state employee Family Leave Pool is to provide eligible state employees more flexibility in bonding with and caring for children during the child’s first year following birth, adoption, or foster placement; caring for a seriously ill family member or themselves, including pandemic-related illnesses or complications caused by a pandemic.

**Family Leave Pool Highlights**

- Faculty and staff who are budgeted for 50 percent or more time for a period of at least four and one-half months are eligible to participate. Temporary-casual or positions for which student status is a requirement for employment (student assistant, Graduate Assistants) are not eligible.
- There are currently no hours in the Family Leave Pool.
- Hours will be added accordingly based on receipt of donor forms.
- Hours will be granted dependent upon the availability of pool hours and the applicant meeting eligibility requirements.
- Hours cannot be granted retroactively.
- Donations* are strictly voluntary – the Donor form should be made available to employees/retirees when they are separating from employment.
  
  *Donations may be made on a taxable or non-taxable basis. Refer to Q&A for details.

Family Leave Pool information has been posted on the Administrative Services site under Human Resources: Benefits & Retirement: Leave

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**Family Leave Pool**

- TAMUS Policies and Regulations
  - 31.06.03 Family Leave Pool Administration
  - Family Leave Pool Resource/Q&A
- Forms
  - AG-447 Family Leave Pool Donation – Donor Form
  - AG-448 Family Leave Pool Withdrawal Request Form

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