



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](#)

## 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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