

Rule No.31.06.01.T1 (Effective 9/1/99; Revised 3/21/02, Revised 1/8/09)
(Supplements [System Regulation 31.06.01](#), Sick Leave Pool Administration)

Sick Leave Pool Administration

Tarleton State University will establish and maintain a sick leave pool according to The Texas A&M University System Policy [31.06](#) and System Regulation [31.06.01](#), Sick Leave Pool Administration

Procedure No. 31.06.01.T1.01 (Effective 9/1/99; Revised 3/21/02, Revised 1/8/09)

Sick Leave Pool Administration Procedure

1. GENERAL

Regular employees are eligible to withdraw hours from the sick leave pool in the event of a catastrophic illness or injury subject to the restrictions listed in System Regulation 31.06.01. A regular employee is defined as budgeted by name for 50 percent or more time for at least four and one-half months, excluding students holding positions for which student status is named and, by law, chief executive officers.

2. ADMINISTRATION

The Director of Human Resources shall be the administrator of the sick leave pool and shall be responsible for approving request(s) for transfer of time from and into the sick leave pool according to the guidelines established in System Regulation 31.06.01. Decisions to allocate sick leave pool resources to eligible employees will be equitable, consistent, and without regard to employee classification or any other legally impermissible reason.

3. CONTRIBUTION OF TIME

Employees may voluntarily contribute a portion of their earned sick leave time to the sick leave pool, anytime during the year. A sick leave pool contribution form may be obtained from the Department of Human Resources. The sick leave pool administrator may choose to solicit contributions from employees any year the sick leave pool has an insufficient leave balance.

The contribution form is returned to the Department of Human Resources for recording and filing.

Retiring and terminating employees may designate a contribution to the sick leave pool at the time of their retirement or termination from the university.

4. WITHDRAWAL OF TIME

Generally, Human Resources will monitor an employee's sick leave status to ensure appropriate forms and documentation are provided before an employee enters a leave without pay status. In this situation, Human Resources will complete a withdrawal request form and forward to the sick leave pool administrator for authorization.

An employee may also initiate a request for sick leave pool hours when an event qualifies an employee for additional sick leave from the sick leave pool. To request hours from the sick leave pool, an employee must complete a sick leave pool withdrawal request form, attach required documentation and forward all documents to the Department of Human Resources. (See System Regulation 31.06.01) for eligibility requirements).

Upon approval of a sick leave pool request, the sick leave pool administrator designates the number of hours an employee may be granted from the sick leave pool. Human Resources enters the designated hours into LeaveTraq for use.

5. RECORDS

The Department of Human Resources will ensure and certify that an employee's official leave record reflects contributions to the sick leave pool and/or receipt of hours from the sick leave pool.

CONTACT OFFICE: Human Resources