

# SAP 31.06.01.T0.01 Sick Leave Pool Administration



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## Procedure Statement

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

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## Reason for Procedure

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The purpose of this procedure is to outline the administration and record keeping of the Sick Leave Pool at Tarleton.

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## Procedures and Responsibilities

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### 1. GENERAL

The sick leave pool at Tarleton State) is administered in accordance with System Policy 31.06, *Sick Leave Pool*, and System Regulation 31.06.01, *Sick Leave Pool Administration*.

### 2. ADMINISTRATION

The Assistant Vice President of Employee Services or designee, 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

3.1 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 Employee Services. The sick leave pool administrator may choose to solicit contributions from employees any year the sick leave pool has an insufficient leave balance.

3.2 The contribution form should be returned to the Department of Employee Services for record keeping.

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

#### 4. WITHDRAWAL OF TIME

- 4.1 Employee Services 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, an Employee Services representative will initiate and complete a withdrawal request form and forward to the sick leave pool administrator for authorization.
- 4.2 An employee may also initiate a request for sick leave pool hours when an event qualifies an employee for additional sick leave. To request hours from the sick leave pool, a completed sick leave pool withdrawal request form with required documentation must be submitted to the Department of Employee Services (see System Regulation 31.06.01 for eligibility requirements).
- 4.3 Upon approval of the sick leave pool request, the Sick Leave Pool Administrator designates the number of hours an employee may be granted from the sick leave pool. Employee Services enters the designated hours into LeaveTraq and notifies the employee.

#### 5. RECORDS

- 5.1 The Department of Employee Services will ensure and certify that an employee's official leave records reflects contributions to the sick leave pool and/or receipt of hours from the sick leave pool.

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### **Related Statutes, Policies, or Requirements**

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System Policy 31.06, [Sick Leave Pool](#)

System Regulation 31.06.01, [Sick Leave Pool Administration](#)

The Texas A&M University System [Sick Leave Pool Form](#)

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### **Contact Office**

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