



31.06.01.O0.01 Sick Leave Pool Administration

Approved: June 30, 2010

Reviewed: November, 2011

Revised: July, 2014

Revised: January 31, 2024

Next Scheduled Review: January 31, 2029

Procedure Statement

Texas A&M University-San Antonio (A&M-San Antonio) provides sick leave pool hours to eligible employees in accordance with state law and The Texas A&M University System (A&M System) Regulation.

Reason for Procedure

To provide uniform administration of sick leave pool hours within A&M-San Antonio to ensure consistency with System Regulation.

Procedures and Responsibilities

1. GENERAL

- 1.1 All of the provisions of A&M System Regulation [31.06.01, Sick Leave Pool Administration](#), apply to eligible A&M-San Antonio employees. As such, eligible employees may draw hours from the A&M-San Antonio sick leave pool. An employee who exhausts all sick leave, vacation and compensatory time because of a catastrophic illness or injury of the employee or an immediate family member may be eligible for sick leave pool benefits. Additionally, an employee may be eligible to use sick leave pool benefits because of a previous donation of sick leave time to the pool during that fiscal year.

- 12 The Chief Human Resources Officer will serve as the Sick Leave Pool (SLP) Administrator. and shall be responsible for reviewing and approving or denying request(s) for transfer of hours into and from the SLP according to the guidelines established in System regulation.

2. REQUEST TO DRAW FROM SICK LEAVE POOL

- 21 All requests for sick leave pool must be submitted to the SLP Administrator or designee and require either a certification of Health Care Provider (if eligible) or the Sick Leave Pool Request Form for Non-FMLA Eligible Employees. Only during emergencies or unforeseen circumstance will require a letter from the treating licensed practitioner stating diagnosis, prognosis, expected date of recovery, and expected date of return to work, be accepted in lieu of a Certification of Health Care Provider or Sick Leave Pool Request Form for Non-FMLA Eligible Employees.
- 22 All sick leave pool request forms must be submitted to the SLP Administrator before the hours are needed or as soon as possible for unforeseen emergencies. State law prohibits the retroactive granting of sick leave or sick leave pool hours without prior notification. An employee's supervisor is authorized to inform the SLP Administrator that the employee is out for a medical condition and cannot reasonably complete the required documentation for sick leave pool.
- 23 Employees receiving Worker's Compensation benefits are not eligible to withdraw from the sick leavepool.
- 24 As indicated in System Policy [31.06, Leave Pool Programs](#), to be eligible for sick leave pool benefits, an employee must have been absent from work for a minimum of 80 hours. For part-time employees, the requirement of 80 hours will be proportional to their percent effort (50% effort = 40 hours missed work).
- 25 Employees may only utilize up to 90 days or 33% of the campus's total sick leave pool balance (whichever is less) for each catastrophic illness or injury.
- 26 The Chief Executive Officers (CEOs) of System members are excluded by law from participating in sick leave pools.
- 27 As determined in System Regulation 31.06.01, pregnancy will not be treated as a catastrophic illness except when severe illness and prolonged complications

arise with respect to either the mother and/or child.

3. REQUEST TO DONATE TO SICK LEAVE POOL

- 3.1 All eligible employees may contribute to the sick leave pool at any time during their employment or upon termination. All contributions are voluntary and are applied to the overall sick leave pool, not a specific individual.
- 3.2 Employees may contribute one or more days of accrued sick leave to the pool. However, all active employees who donate must maintain a minimum sick leave balance of 40 hours after the donation.
- 3.3 Retiring employees may contribute accrued sick leave hours to the sick leave pool upon retirement.

4. REQUEST A REFUND OF DONATED HOURS TO SICK LEAVE POOL

Employees who have donated to the sick leave pool and have exhausted all their sick and vacation leave can request a refund of donated sick hours.

5. APPROVAL PROCESS

The SLP Administrator or designee will review and approve or deny request.

6. APPEAL PROCESS

If an employee wishes to appeal a decision made by the SLP Administrator, the employee must submit the appeal in writing to the Vice President on the President's Cabinet who supervises Human Resources within two weeks of the denial of application for sick leave pool hours. This Vice President will consult with the Chief Human Resources Officer to review the appeal and will then make a decision on the appeal. The Chief Human Resources Officer will prepare a written communication for the Vice President who will send a final decision to the employee making the appeal.

Related Statutes, Policies, or Requirements

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

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

[System Regulation 31.06.02, Sick Leave Donation](#)

[System Regulation 31.06.03, Family Leave Pool Administration](#)

Contact Office

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