

Sick Leave Pool

System Policy: 31.06.02

Approved: July 5, 2016

Most Recent Revision: August 18, 2021

Next Scheduled Review: August 18, 2026

System Policy: 31.06.01

Approved: April 4, 1996

Most Recent Revision: December 17, 2021

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A&M-Commerce Procedure: 31.06.01.R0.01

Approved: May 10, 2024

Next Scheduled Review: May 10, 2029

Responsible University Office:

Human Resources

Responsible University Administrator:

Chief Human Resources Officer

An employee is eligible to request and receive Sick Leave Pool hours if the employee suffers a catastrophic illness or injury for which the employee:

- Is or has been under a licensed practitioner's care; and
- Has been absent from work for a prolonged period, a minimum of 80 hours consecutively or intermittently. For part time employees, the requirement of 80 hours is proportional to their percent effort (50% effort = 40 hours missed work).

A catastrophic illness or injury is a severe condition or combination of conditions affecting the mental or physical health of the employee or the employee's immediate family that requires the services of a licensed practitioner for a prolonged period of time and that forces the employee to exhaust all leave time earned by that employee and to lose sick leave compensation from the state for the employee.

Faculty may also voluntarily contribute hours to the sick leave pool; they may designate their donation for use by a specific individual. A faculty member may transfer one day or more of his or her accrued sick leave to the pool. A retiring faculty member may designate the number of his or her accrued sick leave hours to be donated upon retirement. Some donations may be subjected to tax implications. See University Procedure [31.06.01.R0.01 Sick Leave Pool Administration](#) for additional information on eligibility, and contribution or withdrawal of time.

To request more information or forms, please reach out to HR.Leave@tamuc.edu or visit [The Sick Leave Pool Human Resources](#) webpage.