

## **SICK LEAVE POOL**

System Regulation 31.06.01 provides information about the use of the employee sick leave pool by employees who have exhausted their sick leave because of a catastrophic illness or injury or a previous donation of time to the pool.

All regular employees (as defined in the regulation) are eligible to participate in the employee sick leave pool, except for the Chief Executive Officers of System components.

The regulation defines a catastrophic illness or injury as a severe condition or combination of conditions affecting the mental or physical health of the employee or a member of the employee=s immediate family that requires treatment by a licensed practitioner for a prolonged period that would result in loss of compensation from the state.

The regulation states:

An employee requesting sick leave pool hours due to a catastrophic illness or injury is not eligible for pool hours until the employee or family member has been under a licensed practitioner=s care and the employee has been absent from work for a minimum of 160-hours. For part time employees, the requirement of 160-hours will be proportional to their percent effort (50% effort = 80 hours missed work).

For detailed information about the sick leave pool, please refer to System Regulation 31.06.01. That document discusses eligibility requirements, explains how employees may contribute sick leave time to the pool, sets guidelines for the withdrawal of time from the pool, and addresses other issues related to the sick leave pool. The System Policy Manual is accessible at <http://sago.tamu.edu/policy.intro.htm>.

Information about the sick leave pool is also available from the University=s Director of Human Resources, who serves as the Sick Leave Pool Administrator on this campus.

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