

## 31.03.02.C0.01 Sick Leave

Revised: February 27, 2023  
Next Scheduled Review: February 27, 2028  
[Revision History](#)



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### Procedure Summary

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Texas A&M University-Corpus Christi provides sick leave to eligible employees in accordance with state law. This procedure establishes uniform administration of sick leave.

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### Definitions

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Immediate family – an individual who resides in the same household as the employee and is related by kinship, adoption, or marriage; a foster child of the employee who resides in the same household as the employee and who is under the conservatorship of the Department of Family and Protective Services; and a minor child of the employee, regardless of whether or not the child lives in the same household.

Additional definitions are provided in the related statutes and policies cited below.

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### Procedure

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#### 1. GENERAL

Regular employees are eligible to apply for sick leave with pay, sick leave without pay, sick leave pool hours, sick leave pool donation hours, family leave pool, family and medical leave, and parental leave subject to the restrictions and requirements of system policies and regulations. A regular employee is defined as an employee who is budgeted by title for 50 percent or more time for at least four and one-half months, excluding students employed in positions that require student status as a condition for employment.

#### 2. CONFIDENTIALITY

All documents containing medical information are to be handled in the strictest of confidence and in compliance with the Texas A&M University System Records Retention Schedule, available in the Appendix section of this procedure. Managers must be sensitive to the desire of an employee to have medical information held confidential by the immediate manager. Any documents related to a serious health condition should be

provided by the employee to Human Resources. Handling of such documents by coworkers and other offices should be avoided. It is a manager's responsibility to keep administrative superiors informed about personnel absences and resulting departmental consequences and needs.

### 3. SICK LEAVE APPLICATION, DOCUMENTATION, AND APPROVAL

- 3.1. Sick leave with or without pay for an employee must be approved by their manager, subject to auditing by Human Resources for compliance with system policies and regulations and consistent interpretation and application of those policies and regulations.
- 3.2. An employee who must be absent from duty because of illness or injury will notify their manager or have their manager notified as soon as possible. The employee will submit a request for time off in Workday in a timely fashion. These requirements apply for all sick leave absences, whether working remotely or on site, if the absence occurs during the employee's workday.
- 3.3. When an absence from work due to an employee's or immediate family member's medical condition that exceeds three (3) continuous working days, the employee must provide a physician's statement to Human Resources on the fourth day that indicates the reason for the absence and the estimated date of recovery or some other documented statement of the facts concerning the illness that is acceptable to Human Resources in consultation with the manager. All physician statements or other medical documentation must be sent to Human Resources to be filed in a confidential medical file.
- 3.4. Upon notification of a serious health condition, Human Resources will send the employee information about the Family Medical Leave Act (FMLA) and a request for the certification form.

### 4. FACULTY SICK LEAVE USAGE

- 4.1. A faculty member at an institution of higher education as defined by Section 61.003 Education Code, must submit a time off request for all sick leave if the absence occurs during the normal workday, even if no classes are missed. The application, documentation, and approval of this sick leave must comply with section 3 of this procedure.
- 4.2. For sick leave purposes, the faculty workday is divided into time periods and scheduled events. The two (2) time periods are morning (midnight to noon) and afternoon/evening (noon to midnight). Time periods include regularly scheduled teaching duties on Saturday and Sunday. Each time period is considered to be four (4) hours in length. Events include classes, office hours, meetings, and other administratively assigned activities.

- 4.3. If a faculty member misses all scheduled events or assigned activities in a calendar day, they must submit a time off request for eight (8) hours of sick leave. If a faculty member has scheduled events/activities for both time periods but misses all the events/activities in just one of the periods, the faculty member must submit a time off request for four (4) hours of sick leave.
- 4.4. If a faculty member misses only a portion of the events scheduled for a particular period, the faculty member will be charged with a percentage of the time missed. For instance, if the faculty member misses office hours in the afternoon, but meets their evening class, they missed two (2) of the scheduled events for the time period and must submit a time off request for two (2) hours of sick leave.
- 4.5. If a full-time faculty member misses all scheduled events for the work week (Monday through Sunday), the faculty member must submit a time off request for 40 hours of sick leave even if the faculty member did not have 40 hours of scheduled events.
- 4.6. Deductions for eligible part-time faculty will be based on the proportion of their appointments.

## 5. USE OF AVAILABLE SICK LEAVE

- 5.1. Sick leave may be used when a medical condition, injury, pregnancy, or confinement prevents the employee from reporting to work or when the employee is needed to care for an immediate family member, as defined above, who is ill. Sick leave may be taken to care for minor children of the employee who are ill regardless of where they live.
- 5.2. An employee's use of sick leave for family members not residing in the employee's household is strictly limited to the time necessary to provide care and assistance to a spouse, non-minor child, or parent (but not parent-in-law) of the employee who needs such care and assistance as a direct result of a documented medical condition.
- 5.3. An employee who is the parent of a child who is a student attending a grade from pre-kindergarten through 12<sup>th</sup> grade may use up to eight (8) hours of sick leave each fiscal year to attend their children's educational activities. Vacation time, if available, may also be used. A parent in this section means a person standing in parental relation. Educational activity means a school-sponsored activity, including a parent-teacher conference, tutoring, a volunteer program, a field trip, a classroom program, a school committee meeting, an academic competition, or an athletic, music, or theater program. The employee must provide reasonable advance notice of need for this leave.
- 5.4. Additional information about sick leave related to birth, adoption, and other usage is detailed in system regulation *31.03.02, Sick Leave*.

6. SICK LEAVE POOL

An employee who exhausts all available leave because of a catastrophic illness or injury of the employee or an immediate family member may be eligible for sick leave pool benefits. Also, 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. An employee should contact Human Resources to apply for sick leave pool benefits or to make donations to the pool. For more information, see system regulation *31.06.01, Sick Leave Pool Administration*.

7. SICK LEAVE DONATION

Upon exhausting all eligible leave, an employee may receive a sick leave donation from another employee. The donation and use of a sick leave donation must be processed in accordance with system regulation *31.06.02, Sick Leave Donation*.

8. SICK LEAVE WITHOUT PAY

After exhausting all eligible paid leave, an employee who is unable to return to work may be granted sick leave without pay when warranted by medical circumstances, subject to the provisions outlined in system regulations *31.03.02, Sick Leave* and *31.03.04, Leave of Absence without Pay*.

9. FAMILY LEAVE POOL

If the employee has exhausted all eligible compensatory, sick, and vacation leave, the employee may apply for family leave pool hours in accordance with system regulation *31.06.03, Family Leave Pool Administration*.

10. FAMILY AND MEDICAL LEAVE ACT (FMLA)

10.1. Under certain circumstances, employees may take up to twelve (12) weeks of leave under FMLA during a fiscal year because of the following reasons:

- (a) the birth of a child,
- (b) the adoption, or placement for state-certified foster care, of a child,
- (c) to care for a child, spouse, or parent with a serious health condition,
- (d) a serious health condition of the employee, or
- (e) any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on active duty or has been notified of an impending call or order to active duty in support of a contingency operation.

10.2. FMLA runs concurrently with paid and unpaid leave. For more information, see system regulation *31.03.05, Family and Medical Leave* and university procedure *31.03.05.C0.01, Parental Leave*.

- 10.3. An employee's absences of three (3) or more days or frequent absences involving the employee's or a family member's serious or chronic medical condition, requires that the employee be advised of their rights under the FMLA. A notice of FMLA eligibility must be provided to the employee within five (5) business days of the employer being notified of a potential FMLA event. The employee's manager is responsible for notifying the Human Resources Leave Administrator of the employee's leave to ensure that the employee is advised of their rights under the FMLA within the prescribed time period.

## 11. PARENTAL LEAVE

Under certain circumstances, employees are entitled to parental leave of absence for the birth of a child or the adoption or placement for state-certified foster care of a child under three (3) years of age. For more information, see system regulation *31.03.05, Family and Medical Leave* and university procedure *31.03.05.C0.01, Parental Leave*.

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## Related Statutes, Policies, or Requirements

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[34 Texas Administrative Code § 5.44 Payments for Accrued Vacation and Sick Leave to the Estates of Deceased State Employees](#)  
[Texas Education Code, Chapter 61.003](#)  
[Texas Government Code, Chapter 661](#)  
System Regulation [31.03.02, Sick Leave](#)  
System Regulation [31.03.05, Family and Medical Leave](#)  
System Regulation [31.03.04, Leave of Absence without Pay](#)  
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](#)  
System Regulation [61.99.01, Retention of State Records](#)  
University Procedure [31.03.05.C0.01, Parental Leave](#)

This procedure supersedes:

- *31.03.02.C1.01, Sick Leave*
- *31.03.02.C1.02, Faculty Sick Leave Usage*

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## Appendix

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[Texas A&M University System Records Retention Schedule](#)

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## Contact Office

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Contact for clarification and interpretation: Human Resources  
(361) 825-2630