



Institutional Handbook of Operating Procedures Policy 03.06.11	
Section: Employee	Responsible Vice President: EVP and Chief Business and Finance Officer
Subject: Leave	Responsible Entity: Human Resources

I. Title

Sick Leave Pool

II. Policy

UTMB provides the sick leave pool to provide a source of additional sick leave for those employees entitled to accrue and take paid sick leave. The sick leave pool is intended to help employees and their families if a catastrophic illness or injury forces an employee to exhaust all leave time earned and to lose compensation.

III. Eligibility

A. All benefit-eligible UTMB employees appointed half-time (20 hours) or more per week for at least 4½ months and not employed in a position for which the employee is required to be a student as a condition of the employment, and eligible for sick leave may contribute to or apply to withdraw from the sick leave pool in accordance with this policy.

B. An employee is eligible to withdraw sick leave from the pool if the pool administrator finds that the employee has exhausted all accrued annual leave and sick leave because of a catastrophic illness or injury or because of a previous donation of sick leave to the pool.

C. For consideration of Sick Pool Leave, based on a catastrophic illness or injury, an employee should submit an application for Family and Medical Leave.

IV. Contributions

The pool shall consist of the sick leave time voluntarily contributed by employees

An employee wishing to contribute his or her unused sick leave time must complete a *Sick Leave Pool Transfer* form that can be obtained from the Human Resources Department or the Regional Human Resources Office for Correctional Managed Care employees.

- Contributions to the pool must be in units of eight (8) hours, and employees are permitted to contribute an unlimited number of hours.
- Employees may not specify who shall receive their donated sick leave time. Departing employees can voluntarily donate to the pool all accrued sick leave rounded down to the nearest eight (8) hour increment.

- An employee who contributes sick leave time to the pool may reclaim for his/her own sick leave purposes as many hours as he/she contributed during the current fiscal year, provided the number of hours exist in the pool. If the employee needs additional sick leave time and he/she meets the eligibility requirements, the employee should apply to the sick leave pool.

V. Withdrawal of Sick Pool Leave

- A.** An employee may apply to the Sick Leave Pool by completing a *Sick Leave Pool Application*. If the employee is unable to complete the application form, his/her family, friends, or colleagues may do so on his/her behalf.
- B.** To be eligible, employees must exhaust all accruals. UTMB will not reimburse the estate of a deceased employee or employee's family member for granted but unused sick leave pool time.
- C.** The completed application form must be accompanied by a medical certification completed by a health care provider. Documents shall be submitted to the Office of Employee Leave Management in the Department of Human Resources. Note: An incomplete application may be denied, and the employee will be notified and may reapply after completing the required information.
- D.** An application will be processed within ten (10) business days of its receipt
- E.** An employee may receive up to one-third of the pool's balance at the time of allotment, or 90 workdays, whichever is less. Employees may reapply should the health condition change. However, the total number of workdays granted per catastrophic illness or injury may not exceed 90.

VI. Pool Administrator's Responsibilities

- A.** The Pool Administrator will be appointed by the President or designee. The Pool Administrator reserves the right to have applications reviewed by a UTMB practitioner of his/her choice in order to establish the severity of the illness. Employees may appeal the decision of the Administrator of the Sick Leave Pool in writing within ten (10) business days of notification. The appeal will be reviewed by a designated member of the UTMB Faculty, and this decision will be final.
- B.** It is the responsibility of the Pool Administrator to:
 - Process requests in the order they are received.
 - Determine the sick leave pool award and notify the employee, their manager, and the Employee Relations Representative.

VII. Definitions

Catastrophic illness or injury: A severe medical condition or combination of conditions affecting the mental or physical health of an employee or the employee’s immediate family that requires the services of a licensed practitioner for a prolonged period of time and that requires the employee to exhaust accrued leave and to lose compensation from the State.

Immediate family: Individuals who reside in the same household and are related by kinship, adoption, or marriage, as well as foster children certified by the Texas Department of Protective and Regulatory Services and minor children, regardless of whether they live in the same household. Family members not residing in that employee’s household are strictly limited to the time necessary to provide care and assistance to a spouse, child, or parent of the employee who needs such care and assistance as a direct result of a documented medical condition.

VIII. Relevant Federal and State Statutes

[Texas Government Code, §§661.002-661.008](#)

IX. Related UTMB Policies and Procedures

[IHOP - 03.06.10 - Sick Leave](#)

X. Dates Approved or Amended

<i>Originated:</i> 04/01/1990	
<i>Reviewed with Changes</i>	<i>Reviewed without Changes</i>
03/02/2009	
11/08/2016	

XI. Contact Information

Human Resources – Leave Management
(409) 747-4645