

Texas A&M Health Science Center
Payroll and HR Services Procedure for Sick Leave Pool Administration
In Accordance with System Policy 31.06 and System Regulation 31.06.01

1. ELIGIBILITY

All regular employees, including those on probation, are eligible to participate in the Texas A&M Health Science Center (HSC) Sick Leave Pool. A regular (eligible) employee is one who is listed in the position identification database in a nonwage position identification number (PIN) for fifty percent or more time for at least four and one-half months, excluding students holding positions for which student status is a requirement for employment. The HSC President is excluded by law from participation in the HSC Sick Leave Pool.

2. DEFINITIONS:

2.1 **Catastrophic illness or injury:** 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. *Note regarding pregnancy:* The Sick Leave Pool is available only for pregnancies involving medical complications as documented by a physician/practitioner.

2.2 **Prolonged period:** 160 hours of missed work that qualifies the employee for sick leave pool benefits. The missed work may be continuous or intermittent. For part time employees, the requirement of 160 hours will be proportional to their percent effort (50% effort = 80 hours missed work).

2.3 **Licensed practitioner:** a practitioner, as defined in the Texas Insurance Code, who is practicing within the scope of his/her license in treating the employee or family member.

2.4 **Immediate family members:** those individuals related by kinship, adoption, or marriage or Texas Department of Protective and Regulatory Services-certified foster children. Immediate family includes only individuals who are living in the same household as the employee, or, if not in the same household, are totally dependent on the employee for personal care or services on a continuing basis. Employees may use sick leave pool hours to care for an immediate family member only under circumstances for which an employee would be eligible to use regular sick leave, if available.

3. PROCEDURES:

3.1 Employee exhausts all available leave (accrued sick time, vacation time, and compensatory time) due to a medical condition and completes an application for the Sick Leave Pool, attaching Certification of Physician or Practitioner.

3.2 The employee's department head or designee signs the application verifying when leave without pay began and that the employee has missed or anticipates missing 160 hours of work due to the condition, and submits to Payroll and HR Services, MS 1361 or benefits@tamhsc.edu (*Exception: At Baylor College of Dentistry, the Institute of Biosciences and Technology and the College of Pharmacy, the department head or designee will submit the form to HR staff, who will forward the form to Payroll and HR Services*).

3.3 Payroll and HR Services Sick Leave Pool Administrator (SLP Administrator) reviews the entire application and accompanying documents and notes all discrepancies to the file.

3.4 Certificate of Physician or Practitioner is checked for accuracy in the following areas:

- employee's name or patient's name, if other than employee
- diagnosis clarification
- date condition commenced
- probable duration of condition
- physician's/practitioner's original signature
- physician's/practitioner's diagnosis and duration of condition is within policies of eligible SLP conditions.

Texas A&M Health Science Center
Payroll and HR Services Procedure for Sick Leave Pool Administration
In Accordance with System Policy 31.06 and System Regulation 31.06.01

- 3.5 The application is checked for accuracy in the areas listed below. If discrepancies are found, the application is returned to the requesting department.
- name, UIN, department
 - number of hours requested
 - starting and ending date
 - purpose: catastrophic or non-catastrophic ¹
 - verification that leave is not due to a worker's compensation claim
 - vacation and sick time accrual rate
 - date employee fulfills the 160-hour requirement of missed work time
 - employee's signature
 - date and time all leave was exhausted
 - work schedule (work hours)
 - department head signature
- 3.6 After the Sick Leave Pool hours have been approved or denied, the SLP Administrator notifies in writing the following:
- the requesting employee.
 - the employee's department head or designee,
 - Regional Directors of HR (BCD and IBT only), and
 - the HSC central LeaveTraQ Coordinator.
- 3.9 Entire application process is completed within ten working days following receipt by Payroll and HR Services of all information necessary to make a decision.
- 3.10 For each catastrophic illness or injury, an eligible employee, after fulfilling the 160-hour requirement and exhausting all other leave, **may withdraw, if approved, up to one-third of the total amount of time in the pool or a maximum of 90 working days, whichever is less.**

Office of Responsibility: Payroll & HR Services

¹Withdrawal for non-catastrophic purposes is available only for employees who have contributed to the SLP during the current fiscal year and only for the number of hours contributed.