Leave Donation Information

Effective September 1, 2015, individual employees may voluntarily donate sick leave hours to another employee as authorized by Texas House Bill 1771. A sick leave donation to another employee should not be confused with a donation of hours to the sick leave pool.

This new leave benefit is another option to assist those who have exhausted their available sick leave to remain in a paid leave status and allow them time off to recover from an illness or injury. Employees may also use donated sick leave to care for eligible family members.

General Information

Employees may use donated hours for several reasons, including 1) during the 160-hour waiting period for sick leave pool purposes, 2) after the employee has exhausted his or her pool benefit, and 3) for less catastrophic conditions which do not rise to the level of the need for sick leave pool hours. Donated sick leave will be used in accordance with sick leave regulations, with the exception that donated hours cannot be used for retirement credit.

Sick leave donations will be recorded using the HSC Sick Leave Donation to Another Employee form.

Sick Leave Donors

- Employees who wish to donate sick leave to another employee will complete the above form and submit it to benefits@tamhsc.edu
- An employee is not required to be in a leave-accruing position at the time a donation is made.
- The amount of hours an employee may donate to another individual is not defined; however, donated hours may have a limit due to the recipient's condition or due to the information on a practitioner's statement.

Sick Leave Recipients

Employees may receive hours if they:

- are in the same agency (Health Science Center) as the donor;
- have exhausted all of their sick leave accruals;
- have exhausted any previously donated hours they received; and
- have exhausted the full allocation of hours from the sick leave pool.

Eligible to Receive Sick Leave Donation

|--------------------------------------|----------------------------------|---------------------------------------|------------------------------------------|------------------------------------------|

Employees: Requesting Donated Leave in LeaveTraq

Employees will have a balance of donated hours to use in his or her LeaveTraq account. You may request your donated hours to be used as you would any other leave type.

HR Liaisons and Administrators: Performing LeaveTraq Transactions

LeaveTraq is currently undergoing implementation to track donations and the use of sick leave. In the interim, please use the following leave types, etc. to record donated sick leave transactions:

Donations

1. Use Transaction Type of "TRANS-OUT"
2. Use Leave Type "Sick Leave"
3. In the text box, type the phrase "DONATE-TRANSFER", then provide name and UIN of the recipient

Recipients

1. Use Transaction Type of "TRANS-IN"
2. Use Leave Type of "Sick Leave"
3. Use the UIN of the recipient in the transaction
4. In the text box, type the phrase "DONATE-TRANSFER" then provide the donor's name and UIN

Example Scenarios:

<table>
<thead>
<tr>
<th>Vacation Leave Balance</th>
<th>Sick Leave Balance</th>
<th>Sick Leave Pool Balance</th>
<th>Donated Sick Leave Balance</th>
<th>Out more than 160 hours?</th>
<th>Eligible to Receive</th>
</tr>
</thead>
<tbody>
<tr>
<td>40</td>
<td>40</td>
<td>0</td>
<td>0</td>
<td>No</td>
<td>Nothing¹</td>
</tr>
<tr>
<td>40</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>No</td>
<td>Sick Leave Donation²</td>
</tr>
<tr>
<td>40</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Yes</td>
<td>Sick Leave Donation³</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Yes</td>
<td>Sick Leave Pool⁴</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
<td>0</td>
<td>20</td>
<td>No</td>
<td>Nothing⁵</td>
</tr>
<tr>
<td>40</td>
<td>0</td>
<td>0</td>
<td>20</td>
<td>Yes</td>
<td>Nothing⁶</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
<td>40</td>
<td>0</td>
<td>Yes</td>
<td>Nothing</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>----</td>
<td>---</td>
<td>-----</td>
<td>---------</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
<td>Employee exhausted maximum 720 hours</td>
<td>0</td>
<td>No</td>
<td>Sick Leave Donation or Additional Paid Sick Leave</td>
</tr>
</tbody>
</table>

1 The employee has a sick leave balance of 40 hours, so he or she is not eligible to receive donated sick leave or SLP hours.

2 The employee has a zero balance in sick leave, SLP, and donated sick leave. He or she has not satisfied the 160 hour requirement, so SLP cannot be accessed. However, they are eligible to receive a sick leave donation.

3 The employee has satisfied the 160 hour requirement, but he or she still has 40 hours of vacation leave; therefore, the employee is not eligible to receive SLP hours. The employee can receive donated sick leave.

4 The employee has a zero balance in all leave types, and has been out for 160 hours. The employee should apply for pool hours. If the pool request is denied, the employee may receive a sick leave donation.

5 The employee has a donated sick leave balance of 20 hours, so he is not eligible to receive donated sick leave or SLP hours.

6 The employee has a SLP balance of 40 hours, so he or she is not eligible to receive any donated sick leave.

7 The employee has a 40 hour SLP balance; therefore he or she may not receive sick leave donations.

8 The employee has exhausted the sick leave pool benefit, but may continue to receive sick leave donations or may apply to receive additional paid sick leave according to 31.03.02 – Sick Leave.

Additional information regarding this new leave benefit will be available in the near future.