



31.06.01.D0.01

Sick Leave Pool Administration

Approved: January 22, 2014

Revised: April 25, 2017

Next Scheduled Review: April 25, 2020

Procedure Statement

Texas A&M University–Central Texas (A&M-Central Texas) provides sick leave pool hours to eligible employees in accordance with state law.

Reason for Procedure

This procedure provides uniform administration of sick leave pool hours within the university and supplements System Regulation 31.06.01 Sick Leave Pool Administration.

Procedures and Responsibilities

1. GENERAL

- 1.1 All of the provisions of System Regulation 31.06.01 *Sick Leave Pool Administration* apply to eligible A&M-Central Texas employees. As such, eligible A&M-Central Texas employees may draw from the A&M-Central Texas Sick Leave Pool.
- 1.2 These rules and procedures apply to all eligible A&M-Central Texas faculty and staff employees.
- 1.3 The Administrator of the A&M-Central Texas Sick Leave Pool is the Assistant Director, Employee Services.

2. PROCEDURES

- 2.1 Requests for use of Sick Leave Pool will flow from the employee via the LeaveTraQ system or email/hard copy through the employee's chain of responsibility to the Assistant Director, Employee Services.
- 2.2 Requests must arrive one week prior to use of the leave and contain supporting details and documentation.

2.3 The Administrator will determine eligibility and will ensure equal access and equal treatment in accordance with section 7, System Regulation 31.06.01 *Sick Leave Pool Administration*.

2.4 The Administrator will notify the employee and their chain of responsibility when the request has been approved.

2.5 The Administrator will communicate Sick Leave Pool procedures to the workforce through newsletters and benefit announcements.

3. RECORD KEEPING

3.1 The Administrator is responsible for certification of an employee's sick leave withdrawal record for state record keeping and/or inspection.

Related Statutes, Policies, or Requirements

[Texas Gov't Code Chapter 661.Subch.A](#)

System Policy [31.06 Sick Leave Pool](#)

System Regulation [31.06.01 Sick Leave Pool Administration](#)

Definitions

Eligible Employee - An employee listed in the position identification database in a budgeted position for 50 percent or more time for a period of at least four and one-half months, excluding an employee in a position for which student status is a requirement for employment, is entitled to sick leave with pay.

Contact Office

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