It is the practice of Texas A&M University – Texarkana to follow System Regulation 31.06.01 Sick Leave Pool Administration concerning all matters that relate to Texas A&M University – Texarkana’s Sick Leave Pool.

To contribute time to the Sick Leave Pool, a Donation Form may be obtained from Payroll Services. The Sick Leave Pool Administrator will credit the Sick Leave Pool for the amount of time contributed by the employee and will deduct a corresponding amount of time from the employee’s accrued sick leave balance.

An application to apply for Sick Leave Pool hours may be obtained from Payroll Services. The completed application should be submitted to the Sick Leave Pool Administrator. Upon receipt of the completed application, the Sick Leave Pool Administrator will review the application and all required documentation. Employees are required to use TAMUS Medical Certification Form when applying for hours from the Sick Leave Pool. The Sick Leave Pool Administrator will process the request within 10 days following receipt of all information necessary to make a decision. Once the application has been processed, the Sick Leave Pool Administrator will send a copy of the Decision Form to the applicant. The Decision Form will indicate if the application has been approved or denied. If approved, the form will state the number of hours granted from the pool. Sick Leave Pool hours are awarded based upon the information contained in the medical certification form. Re-certification of the medical condition may be required when deemed necessary for any prolonged period of time to keep medical information current and substantiate that the recipient still has need for Sick Leave Pool hours. Sick Leave Pool hours may be awarded as of the first day of the pay period in which final approval is given to an application. No hours may be awarded for any time prior to the completion of the 160-hour requirement. The Sick Leave Pool regulation prohibits the retroactive awarding of Sick Leave Pool hours. The Sick Leave Pool Administrator will deduct the number of hours granted to the employee from the Sick Leave Pool balance and credit the corresponding amount to the employee’s leave record. If an applicant is denied hours from the Sick Leave Pool, the Decision Form will state the reason for the denial.

An applicant may appeal the decision of the Sick Leave Administrator by submitting a written request to the President of the university within 30 days of receipt of the Sick Leave Pool decision form. The President will then review the case and make a determination within 10 working days of receiving the written request.