

The University of North Texas at Dallas Policy Manual	Chapter 5.000
5.017.3 Sick Leave Pool	Human Resources

Policy Statement. The University of North Texas at Dallas has established a sick leave pool to benefit employees who suffer a catastrophic injury or illness and have exhausted all accrued leave, including compensatory time.

Application of Policy. This policy applies to all regular faculty and staff members.

Definitions.

1. **Catastrophic Injury or Illness.** “Catastrophic Injury or Illness” means a severe condition or combination of conditions affecting the mental or physical health of the employee or the employee’s immediate family that requires the services of a licensed practitioner for a prolonged period of time and that forces the employee to exhaust all accrued leave and to lose compensation.
2. **Regular Faculty.** “Regular Faculty” means a faculty member appointed for at least 50 percent time for at least 4 ½ continuous months.
3. **Regular Staff Member.** “Regular Staff Member” means an employee who is scheduled to work at least 20 hours per week for a period of at least 4 ½ months and is not employed in a position for which the employee is required to be a student as a condition of the employment.
4. **Immediate Family.** “Immediate Family” means those individuals living in the same household and related by kinship, adoption, or marriage; or foster children certified by the Texas Department of Protective and Regulatory Services; or a child for whom the employee is the court-appointed guardian. An employee’s minor child is considered immediate family even if the child does not live in the employee’s household.
5. **Licensed Practitioner.** “Licensed Practitioner” means a practitioner, as defined in the Texas Insurance Code, who is practicing within the scope of his or her license.
6. **Severe Condition or Combination of Conditions.** “Severe Condition or Combination of Conditions” means condition(s) that are: designated as terminal that will result in death; or severely debilitating and will result in the individual not meeting the essential functions of their job if not treated promptly or at regularly scheduled intervals; or requiring an absence from work for at least 45 consecutive calendar days.

Procedures and Responsibilities.

1. **Sick Leave Pool.** The Human Resources Department shall be responsible for the operation of the university sick leave pool in accordance with this policy.

Responsible Party: President

2. **Sick Leave Pool Eligibility.**

- 2.01. All regular faculty and staff members may apply to use sick leave from the sick leave pool.
- 2.02. A regular part-time employee is granted pool leave on a prorated basis.
- 2.03. Employees may use the sick leave pool for their own catastrophic illness or injury or for one of their immediate family.
- 2.04. Employees may also use the sick leave pool if they contributed sick leave to the pool and then exhausted their sick leave balance in the same fiscal year. Such employees may receive only the number of hours they contributed to the pool, if available, that fiscal year, unless they suffer a catastrophic illness or injury.
- 2.05. Employees must exhaust all accrued leave before they are eligible to use sick leave from the pool.
- 2.06. Employees eligible for Worker's Compensation Insurance benefits are not eligible to use sick pool leave.
- 2.07. Employees who become eligible for disability insurance are no longer eligible to use sick pool leave.

Responsible Party: Employee and Human Resources

3. **Contributing Sick Leave to the Pool.**

- 3.01. Regular faculty and staff members may contribute an unlimited amount of sick leave to the pool each fiscal year in increments of eight hours.
- 3.02. Employees may also contribute to the pool at the time of their

separation from State employment.

Responsible Party: Employee

4. **Requesting Use of Leave from the Sick Leave Pool.**

- 4.01 Regular faculty and staff members may request to withdraw time from the sick leave pool.
- 4.02 All requests for time from the sick leave pool must include a written statement from the licensed practitioner who is treating the employee or the employee's immediate family member. The statement must provide sufficient information regarding the illness or injury to enable the pool administrator to evaluate the employee's eligibility.
- 4.03 If the Human Resources Department determines that the employee is eligible, the administrator shall approve the transfer of time from the pool to the employee and credit the time to the employee.
- 4.04 Employees on sick leave pool for a full calendar month will not accrue paid vacation and sick leave for that month until they return to an active work status.
- 4.05 The amount of time from the sick leave pool granted for each catastrophic illness or injury will be determined by the Human Resources Department. The amount granted cannot exceed one-third of the balance of hours in the pool at the time of the request. In no case may an employee use more than 90 work days from the pool.
- 4.06 Any unused balance of time from the sick leave pool granted to an employee returns to the sick leave pool. The estate of a deceased employee is not entitled to payment for unused time from the sick leave pool.

Responsible Party: Employee and Human Resources

5. **Equal Treatment.** Time used from the sick leave pool will be treated the same as sick leave earned by the employee for all purposes.

References and Cross-references.

Texas Government Code § 661

Approved: 8/30/2010

Effective: 8/30/2010

Revised: