

Sick Leave Pool – Manager Responsibilities

- When an employee is out for extended Medical leave for their self or an immediate family member the Department must notify the employee they may qualify for time for the Sick Leave pool.
- The Manager must inform the employee they must meet the qualifications below to be considered for time from the Sick leave Pool.
- The employee must be out for Catastrophic illness or injury, must exhaust all available leave and must be absent for 160 hours.
- If the employee meets the qualifications then the manager will inform the employee that the following documents must be completed and submitted to the Office of Human Resources prior to exhausting all available leave. . Medical Certification form completed by the employee's physician, <http://www.tamus.edu/offices/hr/forms/36.pdf> , Sick Leave Pool Form, <http://www.tamus.edu/offices/hr/forms/27.pdf> , and Sick leave pool acknowledgement form http://www.pvamu.edu/files/human_resources/docs/Sick%20Leave%20Pool%20Acknowledgement%20Form.pdf . The Sick Leave Pool Policy can be found at <http://tamus.edu/offices/policy/policies/pdf/31-06.pdf> .
- Once all paper work is submitted the employee and the department will receive a response from the Office of Human Resources within five days of submission of all completed documents.
- If the employee is approved for the Sick leave pool, the leave time will be granted on a monthly basis in the leave traq system. The manager is responsible for ensuring that the employee submits the documents in the leave traq system. If the employee is unable to submit their documents then the manager must inform the Office of Human Resources.
- If the employee is unable to return to work on the specified day on the Medical Certification Form the employee will inform the department of so and the department will then inform the employee they will need to start the process all over again to apply for time from the Sick leave pool.

- If the employee is released to return to work on the date as specified on the Medical Certification form then the employee will inform the Office of Human Resources that they have returned back to work.
- If there was any unused sick leave pool balance that the employee did not use then the time will be returned to the Sick Leave pool bank