Faculty are eligible to participate in the employee sick leave pool. If a faculty member or one of his or her immediate family members suffers a catastrophic illness or injury, the faculty member may request hours from the sick leave pool under the following circumstances:

- The faculty member (or immediate family member) has been under a licensed practitioner's care and the faculty member has been absent from work for a minimum of 80 hours.
- Once the faculty member has satisfied the 80-hour requirement and has used all earned sick leave, he or she may receive hours from the sick leave pool.
- If the faculty member has not earned sufficient sick leave to cover the 80-hour requirement he or she will be placed on leave without pay until the requirement is met, at which time the faculty member may receive hours from the pool.

Faculty may also voluntarily contribute hours to the sick leave pool; they may designate their donation for use by a specific individual. A faculty member may transfer one day or more of his or her accrued sick leave to the pool. A retiring faculty member may designate the number of his or her accrued sick leave hours to be donated upon retirement. If a faculty member who suffers a non-catastrophic illness or injury has exhausted all accrued sick leave, he or she may withdraw any hours he or she previously contributed to the pool to cover the current illness or injury. See System Regulation 31.06.01 for addition information on eligibility, and contribution or withdrawal of time. Sick leave pool forms (Donation Form, Doctor's Certification Form, and Withdrawal Request Form) are available on the Human Resources website. To designate hours to a specific individual, use the Sick Leave Direct Donation Form http://assets.system.tamus.edu/files/hr/forms/1771-D.pdf