



Employee Sick Leave Pool FAQs

Who qualifies for Sick Leave Pool hours?

- An employee is eligible to request and receive sick leave pool hours if the employee suffers a catastrophic illness or injury for which the employee:
 - Is or has been under a licensed practitioner's care; and
 - Has been absent from work for a prolonged period, a minimum of 80 hours consecutively or intermittently.

How do I apply for leave?

- Inform HR.leave@tamuc.edu of potential leave, they will provide you with the sick leave pool application

Who needs to know about my leave?

- Your Supervisor and HR.leave@tamuc.edu

What is the timeframe for information to be received by HR?

- Sick leave pool hours must be requested before the hours are needed or as soon as possible. Hours must be requested through sick pool application.
- **Medical certifications** are to be returned to HR.leave@tamuc.edu within 15 days

Who is responsible for submitting the documentation for my leave?

- All required documents should be submitted by the employee requesting to take leave. The employee should follow up with HR to verify everything has been received.

How long can I be on leave under FMLA?

- For each illness or injury approved for sick leave pool time may take up to one-third of the total amount of time in the pool or up to a maximum of 90 days

How do I revise my leave?

- To revise the date you leave begins or end, a new medical certificate from your doctor is required.

Can I use sick pool hours for maternity?

- Yes, but only for the portions of leave that is medically certified.

Must I use my comp/sick/vacation hours prior to sick leave pool hours?

- Yes, accrued hours must be exhausted first

Who will enter my sick leave pool hours?

- HR Leave specialist will enter the time on your behalf in Workday.

Do I need to provide a Doctor's return to work notice?

- Yes, you will need to submit the notice to your Supervisor and HR