

# Tyler County Sick Leave Pool Policy



## 1. Policy

- Tyler County, consistent with Chapter 157.071 of the Texas Local Government Code, provides for a Sick Leave Pool, which will enable County Employees to contribute accumulated sick leave and also will allow Tyler County Employees to use time from the Sick Leave Pool for their own or dependent's catastrophic illness. Employees have the option to utilize the Sick Leave Pool only after all of their vacation, sick, and comp time have been exhausted. The Tyler County Sick Leave Pool Policy is effective January 1, 2021. Enrollment will begin in the "Open Enrollment" Season preceding the January 1, 2021 effective date.

## 2. Definitions

- At the direction of the Tyler County Commissioner's Court, the "Administrator" is the Tyler County Treasurer.
- "The Pool Committee" is comprised of seven voting members, one of whom shall be elected as chairperson. In addition the Administrator shall be included on the board in an advisory capacity as a non-voting member. A quorum will consist of four voting members. This committee shall be responsible for considering all denied requests for use of leave from the Pool.
  - i. The "Committee" will be designated from a list of full-time employees who are members of the Pool. Duration of the membership will be at the discretion of the Commissioners Court, but normally for two years, with staggered terms.
- "Eligible employee" means a non-elected district, county or precinct employee paid from the fund of the county or from special grants paid through the county with twelve (12) or more months of continuous service with the County. This includes Community Supervision and Corrections Department employees.
- "Dependent" means an employee's parent, spouse or child.

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## 4. Pool Membership

- All regular full-time employees are eligible to **join** the Sick Leave Pool by contributing a minimum of eight (8) hours or up to a maximum of 80 hours accrued sick leave.
- New Employees may join the pool after 12 months of continuous employment during the Benefits Open Enrollment period following their eligibility. Days donated will be subtracted from their accrued leave.
- After the Pool is established, employees will only be able to join at a time designated each year by the Pool Administrator. This will fall during open enrollment season (October annually).
- Membership enrollment forms must be submitted to County Treasurer's Office.
- Days donated become the property of the Tyler County Sick Leave Pool and cannot be returned to the employee in the event of membership cancellation.
- Employees on approved leave of absence will retain membership in the Pool and will not be required to donate additional days.
- To maintain the Sick Leave Pool, all members must donate a minimum of 8 hours or up to a maximum of 80 hours of sick leave for the period of January 1<sup>st</sup> through December 31<sup>st</sup> annually. Only one donation during the fiscal year is required to maintain membership in the Pool.

## 5. Days Granted

- Days will be granted only for catastrophic illness or accident, which necessitates an absence from work for five consecutive days or longer. In case of chemotherapy for cancer treatment, days can be granted for 1-4 days absence.
- Pregnancy will not be covered by the Sick Leave Pool, but complications due to pregnancy or delivery will be considered.

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- ii. Requesting employees may not appear in person before the committee.

## 7. Special Exception

- Employees can donate a minimum of eight (8) hours and not more than 80 hours specifically by department.
  - i. The employee/member must split the donation and specify at the time of membership enrollment should they wish to participate in the Pool as a whole.
  - ii. Should the employee/member only wish to donate specifically to a department, he/she will only be eligible to receive Sick Leave time for themselves from the department they donated to.
  - iii. The employee/member should understand the specific departments will have very limited time available. No additional donations will be allowed outside of the open enrollment period.

## 8. Application Forms

- Applications for donation of accrued sick time to the Tyler County Sick Leave Pool are available in the County Treasurer's Office.
- Applications for withdrawal from the Tyler County Sick Leave Pool are available in the County Treasurer's Office, located in the basement of the Courthouse.





# Tyler County Treasurer

*Leann Monk*

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## ***Tyler County Sick Leave Pool Contribution Form***

NAME: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

Accrued Sick Leave Available: \_\_\_\_\_

***CONTRIBUTIONS TO THE SICK LEAVE POOL ARE STRICTLY VOLUNTARY.***

An Employee must contribute hours every year at Open Enrollment to maintain eligibility in the Sick Leave Pool. If you do not contribute, you will not be eligible to withdraw from the pool for that fiscal year (January 1 to December 31).

Full-time employees who have at least 40 hours of accumulated Sick Leave may donate a minimum of 8 hours and a maximum of 80 hours at open enrollment, which will then make them an eligible member of the Sick Leave Pool beginning on January 1<sup>st</sup> for that Fiscal Year.

Full-time employees who terminate or retire may donate a maximum of 80 hours to the Sick Leave Pool upon their separation from Tyler County. This is in addition to any hours they may have already donated for that fiscal year.

Hours donated to the Sick Leave Pool become the property of Tyler County and cannot be returned to the member. Please refer to the Sick Leave Pool Policy for the guidelines on the Pool donations.

**Voluntary Donation Effective 1/1/23:**

| Hours | Pool | Specific Department |
|-------|------|---------------------|
|       |      |                     |

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
HR Representative

\_\_\_\_\_  
Date