



Sick Leave Pool Donation Form

In accordance with The University of Texas System Board of Regents' Rules and Regulations, Rule 30203, The University of Texas at Tyler Handbook of Operating Procedure, 4.18.9, and Texas Government Code 661, Leave Subchapter A, The University of Texas at Tyler has established a sick leave pool program to provide additional sick leave for employees. More information about the Sick Leave Pool can be found in the HOP4.18.9.

This form is used by employees to donate unused sick leave hours to the Sick Leave Pool.

Employee Name	Emp ID	Department
---------------	--------	------------

Check the applicable option and include the number of hours to be donated. Donations must be made in 8-hour increments. There are no restrictions on the number of hours an employee may donate to the Sick Leave Pool.

SICK LEAVE DONATION: _____ I wish to donate _____ sick hours to the Sick Leave Pool.
 _____ I wish to donate all my entire sick leave balance to the Sick Leave Pool.

- I understand donations are strictly voluntary and available only for use by any eligible employees. I may not stipulate who may receive this donation.
- I understand that donated sick leave will no longer be my property right and will be deducted from my sick leave balance accordingly.
- I further understand that this decision is irrevocable and donated sick leave will not be returned to me. (NOTE: Employees returning to state employment within 12 months will not have any donated time restored to their sick leave balances.)

I authorize the Office of Human Resources to deduct the specified hours from my sick leave balance.

Employee Signature

Date

HR OFFICE USE:	
I certify that the employee's sick leave balance has been reduced by the above amount.	
_____ Human Resources Signature	_____ Date