

# Request to Contribute Sick Leave to Sick Leave Pool

Contributions are added to the pool and cannot be designated to a particular employee.

Employee Name: \_\_\_\_\_ Employee R#: \_\_\_\_\_  
Department: \_\_\_\_\_ Title: \_\_\_\_\_

If you are separating, complete sections A & C. If you are an active employee, complete sections B & C.

## Section A: Separating Employees

Separation Date: \_\_\_\_\_

I understand that employees separated from state employment under a formal reduction in force are entitled to have their sick leave balances restored if re-employed by the state within 12 months. Review HSC OP 70.01 for specific details. Employees separated from state employment for reasons other than a reduction in force may be entitled to have their sick leave balances restored if:

- 1) They are re-employed by the same state agency or institution of higher education within 12 months, but only if there has been a break in employment with the state of at least 30 calendar days; or
- 2) They are re-employed by a different state agency or institution of higher education within 12 months. See HSC OP 70.01 for details.

If you are or may consider retiring with the Teacher Retirement System, see the first paragraph under the *Active Employees* section regarding the purchase of service credit with unused sick leave.

*A separating employee may donate any number of sick leave hours to the Pool, but if an employee chooses to donate, their contributions CANNOT be reinstated, even if the conditions stated above occur.*

***I hereby donate the following number of hours to the Sick Leave Pool:***

\_\_\_\_\_ Remaining Balance

\_\_\_\_\_ Hours (specify # of hours)

\_\_\_\_\_ I have decided not to donate to the Sick Leave Pool.

\_\_\_\_\_ I do not have Sick Leave to contribute or am not eligible for leave.

## Section B: Active Employees

I understand that a member of the Teacher Retirement System may upon retirement purchase one year of membership service credit for 50 days or 400 hours of accumulated state sick leave that is unused as of the last day of employment before retirement. Only five days per year of unused state sick leave may be accumulated per year toward the 50 days or 400 hours. See OP 70.02 and [TRS Calculators](http://www.trs.state.tx.us) through <http://www.trs.state.tx.us> for details.

I understand that employees who contribute sick leave to the Sick Leave Pool, and then use all of their sick leave balance in the same fiscal year, may receive back and use the number of hours contributed to the pool that fiscal year without suffering a catastrophic illness or injury. Otherwise, employees who contribute sick leave to the Sick Leave Pool cannot reclaim it unless it is approved through the normal approval process. See TTUHSC OP 70.01 pg 5 for more information.

***I hereby donate the following number of hours in increments of 8 hours to the Sick Leave Pool:***

\_\_\_\_\_ Hours for Fiscal Year \_\_\_\_\_

**Section C:** This form provides information that may become outdated as processes and procedures change. Online TTUHSC personnel policies supersede information provided on this form. Review these sources accordingly.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**RETURN THIS FORM TO:** Payroll Services, Box 41092, Lubbock, TX 79409 | (T) 806-742-3211 | (F) 806-742-1589 | [webmaster.payroll@ttu.edu](mailto:webmaster.payroll@ttu.edu) or your local Human Resources office.