



University of Houston-Downtown

Sick Leave Pool Contribution / Withdrawal Request

EMPLOYEE INFORMATION:

First Name: Middle Initial: Last Name:

Empl ID: Department: Campus:

Supervisor Name: Supervisor Phone Number:

SICK LEAVE POOL CONTRIBUTION:

Number of hours you wish to contribute? (Note: Contributions must be made in increments of 8 hours)

Are you a retiring or terminating employee? Yes No

Participation in the Sick Leave Pool is voluntary and the contributions are irrevocable. The number of hours contributed cannot exceed your accrued sick leave balance. If you exhaust all of your accrued sick leave hours due to a non-catastrophic illness you may request a withdrawal from the Sick Leave Pool in the amount of hours that you may have donated in the current fiscal year. Hours contributed to the Sick Leave Pool due to termination or retirement cannot be refunded should you return to state employment.

Employee Signature X _____ Date:

SICK LEAVE POOL WITHDRAWAL:

Number of days requested? (Note: Minimum of 5 days, maximum of 30 days)

Have you exhausted all other types of paid leave time? Yes No

Has the current catastrophic illness or injury exceeded 90 days or is it expected to exceed 90 days? Yes No

Have you attached a physician's statement that includes diagnosis and estimated length of disability? Yes No

Have you filed an application for benefit under Short/Long Term Disability plan, if applicable? Yes No

I understand that my sick leave withdrawal request will be processed on a first-come, first-served basis. The number of days granted is based on the number available in the pool; I understand I may not receive the full amount requested. I understand that any unused hours must be returned to the sick leave pool. Sick leave time cannot be used until your sick leave balance is updated in the next available payroll cycle. The University reserves the right to require a second medical opinion. Some employees are ineligible for Sick Leave Pool, including less than 50% FTEs, irregular, seasonal, temporary, student workers, workers compensation, and others as listed in the University policy. The lifetime maximum for Sick Leave Pool withdrawal is 90 days, with no more than 30 days allowable per withdrawal.

Employee Signature X _____ Date:

OFFICE USE ONLY:

Number of Hours Approved:

Batch Date:

Reference:

Financial Accounting Control		
	Initials	Date
Originator	_____	_____
Reviewer	_____	_____
Input	_____	_____
Certifier	_____	_____

Component Approval X _____

Administrator Approval X _____