

# LAMPASAS COUNTY PERSONNEL POLICIES

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## SECTION 7. LEAVES AND ABSENCES

### 7.7 EMPLOYEE SICK LEAVE POOL

THE SICK LEAVE POOL IS A BENEFIT OF EMPLOYMENT FOR THE PURPOSE OF PROVIDING ADDITIONAL PERSONAL LEAVE HOURS TO REGULAR FULL TIME STATUS COUNTY EMPLOYEES WHO ARE ELIGIBLE TO EARN VACATION, PERSONAL OR COMPENSATORY TIME IN THE EVENT OF CATASTROPHIC ILLNESS OR INJURY, OF EMPLOYEE, SPOUSE, OR MINOR CHILD, THAT PREVENTS AN EMPLOYEE FROM BEING ABLE TO REPORT TO WORK FOR AN EXTENDED PERIOD OF TIME. THIS BENEFIT IS AVAILABLE TO A QUALIFYING EMPLOYEE WHEN THE EMPLOYEE HAS EXHAUSTED ALL ACCRUED PERSONAL, VACATION, AND COMPENSATORY TIME.

- 1) ELIGIBLE EMPLOYEES. A REGULAR FULL-TIME EMPLOYEE OR SALARIED NON-EXEMPT EMPLOYEE WITH TWELVE (12) OR MORE MONTHS OF EMPLOYMENT WITH THE COUNTY WILL BE ELIGIBLE FOR THE COUNTY'S EMPLOYEE SICK LEAVE POOL. PART TIME, TEMPORARY, SEASONAL AND CONTINGENT COUNTY EMPLOYEES ARE NOT ELIGIBLE.
- 2) MEMBER. AN ELIGIBLE EMPLOYEE AS DESCRIBED IN THE DEFINITIONS OF A REGULAR FULL-TIME EMPLOYEE IN PARAGRAPH 1.
- 3) IMMEDIATE FAMILY MEMBER. EMPLOYEE'S SPOUSE OR MINOR (UNDER 19 YOA) CHILD WHO RESIDES IN THE EMPLOYEE'S RESIDENCE.
- 4) CATASTRPOHIC INJURY OR ILLNESS. IS ONE THAT PREVENTS AN EMPLOYEE FROM PERFORMING THE FUNCTIONS OF HIS/HER JOB FOR AN EXTENDED PERIOD OF TIME.

EXAMPLES OF QUALIFYING CATASTROPHIC ILLNESSES/INJURIES GENERALLY CONSIDERED INCLUDE, BUT ARE NOT LIMITED TO:

- A. STROKE WITH RESIDUAL PARALYSIS OR WEAKNESS
- B. INCAPACITATING HEART ATTACK.
- C. MAJOR SURGERY
- D. CANCER
- E. BROKEN HIP
- F. ILLNESS LEADING TO END-OF-LIFE CARE (HOSPICE)

EXAMPLES OF ILLNESSES/INJURIES THAT GENERALLY WOULD NOT BE CONSIDERED SEVERE ENOUGH TO BE CATASTROPHIC INCLUDE BUT WOULD NOT BE LIMITED TO:

- A. BROKEN LIMB
- B. COLD/ALLERGY
- C. MINOR SURGERY WITH NO COMPLICATIONS SUCH AS APPENDECTOMY, TONCILLECTOMY, OR DAY SURGERY.
- D. PREGNANCY WITH MINOR OR NO COMPLICATIONS.

- 5) MEMBERSHIP YEAR. A TWELVE (12) MONTH PERIOD BEGINNING OCTOBER 1<sup>ST</sup>, ENDING SEPTEMBER 30<sup>TH</sup> OF THE FOLLOWING YEAR.

- 6.) HOURS FROM THE POOL. THOSE HOURS GRANTED TO A MEMBER

A. ELIGIBILITY TO REQUEST. ANY MEMBER WISHING TO REQUEST HOURS FROM THE POOL MUST HAVE OBTAINED AN APPROVED LEAVE OF ABSENCE FROM THE COUNTY PRIOR TO SUBMITTING THE REQUEST. AN ONGOING REQUEST BEYOND THE ORIGINAL 30 DAY USE WILL HAVE AN APPROVED RE-CERTIFICATION OF CONTINUED LEAVE PER COUNTY POLICY VERIFIED BY THE HR DEPARTMENT.

C. REQUESTS FOR HOURS FROM THE POOL. THE EMPLOYEE OR AGENT WILL SUBMIT A REQUEST FOR HOURS TO THE POOL ADMINISTRATOR. THE REQUEST WILL INCLUDE INFORMATION REQUIRED BY COUNTY POLICY AND

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### 7.7 SICK LEAVE POOL (Continued)

D. PROCEDURES. THE POOL ADMINISTRATOR WILL CONSIDER THE REQUEST AND APPROVE/DENY A REQUEST WITHIN TEN WORKING DAYS. THE ADMINISTRATOR WILL PRESENT THE REQUEST TO THE SICK LEAVE POOL COMMITTEE.

C. HOURS AWARDED. HOURS FROM THE POOL WILL BE AWARDED IN INCREMENTS NOT TO EXCEED EIGHTY (80) HOURS PER PAYROLL PAY PERIOD PER REQUEST.

D. MAXIMUM HOURS FROM THE POOL. THE MAXIMUM NUMBER OF HOURS PER MEMBERSHIP YEAR A MEMBER MAY BE AWARDED FROM THE POOL IS LIMITED TO FOUR HUNDRED EIGHTY (480) HOURS OR ONE-THIRD OF THE TOTAL SICK LEAVE POOL HOURS, WHICHEVER IS LESS.

E. ACCUMULATION. NO ACCUMULATION OF PERSONAL OR VACATION HOURS WILL OCCUR WHILE ON SICK POOL LEAVE TIME.

7.) FAMILY CATASTROPHE. SICK LEAVE POOL REQUESTS MAY BE MADE BECAUSE OF THE EMPLOYEE'S CATASTROPHIC ILLNESS/INJURY OR CATASTROPHIC INJURY/ILLNESS OF A SPOUSE OR MINOR CHILD AS DEFINED.

CONTRIBUTIONS. EMPLOYEES WILL HAVE THE OPPORTUNITY (ON AN ANNUAL BASIS DURING THE MONTH OF SEPTEMBER) TO DONATE HOURS TO JOIN THE SICK LEAVE POOL. HOURS DONATED TO THE POOL MUST BE CONTRIBUTED BY THE LAST WORKING DAY IN SEPTEMBER. HOURS DONATED MUST BE A MINIMUM OF 15.99 HOURS FROM THE EMPLOYEE'S PERSONAL LEAVE. FAILURE TO MEET THE DEADLINE WILL FORFEIT THE RIGHT TO JOIN THE SICK LEAVE POOL DURING THAT YEAR.

MEMBERS MAY DONATE ADDITIONAL HOURS DURING THE YEAR BY SUBMITTING A COMPLETED DONATION FORM TO THE HUMAN RESOURCES DIRECTOR'S OFFICE.

#### ADMINISTRATION OF THE SICK LEAVE POOL

THE HUMAN RESOURCES DIRECTOR IS THE ADMINISTRATOR OF THE POOL. DIRECTOR WILL WORK WITH A COMMITTEE COMPOSED OF A MINIMUM OF FIVE (5) AND A MAXIMUM OF TEN (10) CONTRIBUTING MEMBERS. MEMBERS OF THE COMMITTEE WILL BE APPOINTED BY COMMISSIONER'S COURT AND WILL SERVE A TWO YEAR STAGGERED TERM.

A) APPOINTMENT OF THE SICK LEAVE POOL COMMITTEE. APPOINTMENTS TO THE COMMITTEE WILL OCCUR ON AN ANNUAL BASIS. MEMBERS OF THE COMMITTEE ARE TO BE EMPLOYEE REPRESENTATIVES, NOT SUPERVISORS, DEPARTMENT HEADS OR ELECTED OFFICIALS.

B) MEETINGS. THE SICK LEAVE POOL COMMITTEE WILL MEET ANNUALLY AND AS NEEDED BASIS TO REVIEW WRITTEN REQUESTS.

C) VOTING. MEMBERS OF THE SICK LEAVE POOL WILL VOTE TO DENY OR GRANT HOURS FROM THE SICK LEAVE POOL. SICK LEAVE POOL REPRESENTATIVES WHO ARE UNABLE TO ATTEND A MEETING MAY CAST A VOTE IN WRITING.

D) HOURS AWARDED. HOURS WHICH ARE AWARDED FROM THE POOL SHALL BE AT THE DISCRETION OF THE COMMITTEE FOR UP TO EIGHTY (80) HOURS PER REQUEST.

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### 7.7 SICK LEAVE POOL (Continued)

#### COMMITTEE DUTIES AND RESPONSIBILITIES

- A) AT THE YEARLY MEETING, THE COMMITTEE SHALL ELECT A CHAIR PERSON, A VICE-CHAIR AND A SECRETARY.
- B) REQUESTS FOR HOURS FROM THE POOL SHALL BE CONFIDENTIAL.
- C) CALLED MEETING. A MEETING TO REVIEW THE REQUEST. THE MEMBER OR HIS/HER AGENT MAY BE REQUIRED TO APPEAR BEFORE THE COMMITTEE.
- D) THE COMMITTEE SHALL APPROVE, DISAPPROVE OR MODIFY THE NUMBER OF HOURS REQUESTED FROM THE POOL. THE COMMITTEE MAY AWARD UP TO THE MAXIMUM OF FOUR HUNDRED AND EIGHTY (480) HOURS OR 1/3 THE HOURS AVAILBLE IN POOL, WHICHEVER IS LESS.
- E) ALL DECISIONS SHALL BE BASED ON A MAJORITY VOTE OF THE COMMITTEE.
- F) THE ADMINISTRATOR IS A NON-VOTING MEMBER.
- G) THE HUMAN RESOURCES DIRECTOR SHALL NOTIFY THE EMPLOYEE'S DEPARTMENT HEAD/ELECTED OFFICIAL OF ALL APPROVED PERSONAL LEAVE HOURS GRANTED TO THE EMPLOYEE FROM THE SICK LEAVE POOL.
- H) THE HUMAN RESOURCES DIRECTOR SHALL FORWARD ALL APPROVED SICK LEAVE REQUESTS TO THE PAYROLL DEPARTMENT.
- I) THE HUMAN RESOURCES DIRECTOR WILL FORWARD A NOTICE TO ELIGIBLE COUNTY EMPLOYEES 90 DAYS IN ADVANCE OF THE EFFECTIVE DATE OF THE SICK LEAVE POOL YEAR.

#### MEMBERSHIP DONATION EXCEPTIONS

A MEMBER RECEIVING HOURS FROM THE POOL AT THE TIME OF MEMBERSHIP RENEWAL WILL BE PERMITTED TO REMAIN A MEMBER UNTIL HE/SHE IS ABLE TO RETURN TO WORK, OR REACHES THE LIMIT OF HOURS HE/SHE MAY RECEIVE FROM THE POOL. UPON RETURNING TO WORK THE MEMBER WILL HAVE 90 DAYS TO CONTRIBUTE THE REQUIRED MEMBERSHIP HOURS AND WILL NOT BE ELIGIBLE TO REQUEST MORE HOURS UNTIL THE CONTRIBUTION IS MADE. FAILURE TO PROVIDE THE REQUIRED MEMBERSHIP HOURS BY THE END OF THE 90 DAY PERIOD WILL INVALIDATE THE EMPLOYEE'S MEMBERSHIP IN THE POOL FOR THE REMAINDER OF THE MEMBERSHIP YEAR.

#### APPEALS

A MEMBER MAY APPEAL THE COMMITTEE'S DECISION BY SUBMITTING A WRITTEN REQUEST TO APPEAR BEFORE THE COMMITTEE IN PERSON OR BY AGENT. IF A MEMBER REQUESTS AN APPEAL, THE COMMITTEE SHALL HEAR THE APPEAL AND RESPOND TO THE APPEAL WITHIN TEN (10) WORKING DAYS AFTER RECEIPT OF THE APPEAL. THE COMMITTEE'S DECISION SHALL BE FINAL.