

**SICK LEAVE POOL  
PURPOSE**

The purpose of the Sick Leave Pool is to provide additional sick leave days to employees in the event of a catastrophic illness.

**DEFINITION OF  
CATASTROPHIC**

A catastrophic illness or injury that is serious in nature and necessitates an absence from work for five or more consecutive days. Determination of catastrophic is based upon the physician's statement with the patient's diagnosis and any complications.

Examples of Conditions that could be considered catastrophic:

- Major surgery
- Severe injuries due to a vehicle accident
- Organ transplant
- Cancer with chemotherapy treatment
- Severe illness or disease

Examples of excluded illness are:

- Normal pregnancy and/or postnatal care
- Elective or routine surgery
- Outpatient procedures
- Mental disability that is not considered a "serious mental illness" (as defined by Texas law)
- Workers' compensation eligible injuries
- Part-time absences

- Modified duty

**DEFINITION OF SICK  
LEAVE DAYS FOR  
EMPLOYEES**

Sick leave days from a pool are those days granted to an employee who because of extended catastrophic illness, is unable to perform the duties of his/her position or those days granted to assist an employee with a member of the immediate family who is suffering from a catastrophic illness.

**ESTABLISHMENT**

To receive days from a sick leave pool, the requesting employee must first have used all state and local leave, personal leave, vacation and comp time, if applicable.

A request for the establishment of a sick leave pool shall be made in writing to the Assistant Superintendent of Human Resources. The packet must be completed in its entirety before the application can be considered. Upon approval, the Assistant Superintendent of Human Resources shall initiate the sick leave pool for the employee and notify the appropriate staff.

Establishment of sick leave pools shall be limited to the campus of the assigned employee. Employees making requests who are not assigned to a specific campus will be considered district level employees and all district level employees will be allowed to contribute until the maximum number of days have been reached.

Requests for the establishment of a sick leave pool shall be approved by the Superintendent's Cabinet.

**ELIGIBILITY**

All personnel of the Cedar Hill Independent School District eligible for Teacher Retirement System membership shall be eligible to receive days from a sick leave pool.

**REGULATIONS CONCERNING  
DISTRIBUTION OF DAYS**

The sick leave pool shall be created by voluntary contributions by District staff for a specific individual and the donated days shall be designated to a specific pool. Contributions may consist of not more than two local personal leave days (fully compensated days) (September 1 through August 31) with a limit of two days to any one pool. No other transfer of leave shall be permitted. Days donated to a sick leave pool will be subtracted from the donor's appropriate leave balance.

A maximum of 30 days may be contributed to a specific sick leave pool. An individual employee for whom a pool is established may participate in the pool until he or she has used all of the days in the pool but not to exceed 30 sick leave pool days per school year.

An employee of the district shall be limited to the use of one or more sick leave pools per year as long as the maximum of 30 sick leave pool days is not exceeded.

Sick leave pool days may not be used for any absences related to a workers' compensation injury or claim.

**REGULATIONS CONCERNING GRANTING OF SICK  
LEAVE DAYS**

1. Sick leave days from a pool shall be made

available in the event of an extended catastrophic illness, surgery, injury, or other temporary disability (i.e. heart attack, cancer, etc.). Pregnancy is not covered by a sick leave pool.

2. Days approved for use for a sick leave pool will be at no charge to the requesting employee.
3. Sick leave days from a pool will be granted only after the employee has exhausted all leave and compensatory time. Extended leave, if applicable, must be utilized prior to requesting a sick leave pool.
4. Days from a pool shall be granted only for a catastrophic illness; an extended critical illness, injury, surgery, or other temporary disability, which necessitates an absence from work for five consecutive days or longer.
5. Sick leave pool days shall be granted only for absences from working days and will not be granted for holidays, vacation days or other such days for which the employee is not paid.
6. The maximum number of sick leave pool days that may be granted to an employee during the year (September 1 through August 31) will be 30 days.
7. If an employee who has received less than 30 days from a sick leave pool returns to work and then is ill again with the same or different

illness, he/she may apply for a sick leave pool for additional days needed, the total not to exceed 30 days per year. Each separate illness applied for must meet the initial criteria of just cause.

**PROCEDURES FOR  
APPLYING FOR SICK LEAVE  
DAYS**

Should an employee have a condition necessitating the need for additional days after accumulated leave days have been used, the employee may submit a request for days from a pool.

A member who requests days from a pool must submit forms containing the following information.

1. Completion of the attending physician's statement which includes:
  - a. Identification of the nature of the condition;
  - b. Date and initial onset of this particular condition; and
  - c. Anticipated date eligible to return to work on a full or part-time basis
2. Request for sick leave pool.

Forms for the above purposes are available from the Human Resources Office.

An application that does not contain the required information may be denied.

If an employee is critically ill and unable to file an application for a sick leave pool, the school principal,

immediate supervisor, or department head may initiate the application form at the request of the family.

The request for the establishment of a sick leave pool shall authorize the District to release the employees name and information pertaining to the employees (or immediate family member's) illness or disability.

#### **CESSATION OF POOL**

The sick leave pool shall cease to exist when the employee returns to work or has used 30 days and the pool is exhausted. No general pool shall remain in existence.

Unused sick leave pool days shall be returned to the donors by a drawing of lots in the following manner. The individuals who donated local personal leave shall have their names included in the drawing pot one time for each day donated. One name shall be drawn for each sick leave day remaining in the pool until sufficient names have been drawn.

Cedar Hill ISD  
057904

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(REGULATION)

DATE ISSUED:  
UPDATE  
DEC (REGULATION)-RRM

7 of 6