

SICK LEAVE POOL PROCEDURES AND COMMITTEE GUIDELINES

REVISED JULY 1, 2026

Table of Contents

1) PURPOSE AND DEFINITION	3
2) ELIGIBILITY TO REQUEST OR RECEIVE DONATED DAYS	4
3) APPLICATION PROCEDURES FOR REQUESTING SICK POOL DAYS	4
4) GOVERNING COMMITTEE	5
5) DUTIES AND RESPONSIBILITIES FOR THE COMMITTEE	6
6) REGULATIONS CONCERNING CONTRIBUTION AND USE OF DAYS	7
7) DISSOLUTION OF POOL	9
8) AVAILABLE FORMS	9
9) CONTACT INFORMATION	9

WALLER INDEPENDENT SCHOOL DISTRICT

SICK LEAVE POOL PROCEDURES AND COMMITTEE GUIDELINES

1) PURPOSE AND DEFINITION

a) Purpose

- i) These procedures have been developed and are supported by Waller ISD board policy [DEC \(Local\)](#).

The purpose of the Waller ISD Sick Leave Pool Committee is to provide additional sick leave days to district employees who have exhausted all paid leave and vacation days as well as any applicable compensatory time and who suffer from a catastrophic illness or injury or is absent due to the catastrophic illness or injury of a member of the employee's immediate family. The sick leave pool program allows employees to voluntarily donate accrued state or local sick leave to another employee.

b) Administration of the Pool

- i) The Human Resources' Leave Specialist shall serve as the Pool Administrator. The Pool Administrator shall be responsible for developing mechanisms to transfer accrued sick leave into the receiving and out of the employee's leave bank; developing rules and procedures for the operation of the Pool; and developing forms for contributing and requesting sick pool days.

c) Definition of *Sick Leave Pool Days*

- i) "Sick Leave Pool Days" (The Pool) are those days granted to an approved district employee or immediate family member who suffers a catastrophic illness or injury.

(1) *Catastrophic illness or injury* is defined as:

- (a) A severe condition or combination of conditions affecting the mental or physical health of the employee or a member of the employee's immediate family that requires the services of a licensed practitioner for a prolonged period of time and that forces the employee to exhaust all leave time earned by that employee (sick leave, vacation leave, and compensatory time) and to lose compensation from the district. Such conditions typically require prolonged hospitalization or recovery or are expected to result in disability or death. Days from The Pool shall be granted only for critical illness, injury, surgery, or other temporary disabilities which necessitate an absence from work for five (5) consecutive days or longer.

(2) *Non-catastrophic illness* is defined as:

- (a) All routine medical conditions, illnesses, surgeries, and injuries that are not expected to result in disability or death.

d) Definition of *Immediate Family*

Immediate Family as described in board policy [DEC \(Local\)](#) is defined as:

- a) Spouse.
- b) Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands *in loco parentis*.
- c) Parent, stepparent, parent-in-law, or other individual who stands *in loco parentis* to the employee.
- d) Sibling, step sibling, and sibling-in-law.
- e) Grandparent and grandchild.
- f) Any person residing in the employee's household at the time of illness or death.

2) ELIGIBILITY TO REQUEST OR RECEIVE DONATED DAYS

- a) All full-time ten, eleven, and twelve-month employees of Waller ISD shall be eligible to request and/or use sick pool donation days.

3) APPLICATION PROCEDURES FOR REQUESTING SICK POOL DAYS

- a) After the employee has exhausted all their available leave days, vacation, non-duty days, and compensatory time, the employee must submit a written request for sick leave pool days by filling out the "Sick Leave Pool Request Form" located on the Department of Human Resources' webpage of the district website. The request form may be emailed or hand-delivered to the Leave Specialist in the Human Resource Department. A medical certification by a health care provider will need to be presented with the Sick Leave Pool Request form when requesting sick pool days and for district approved leave of absence (FMLA, TDL, etc.) before the request will be presented to the committee. The "Certification of Health Care Provider (medical certification)" form may also be found on the Department of Human Resources' webpage of the district website.
 - i) If the employee is critically ill and unable to file an application for sick leave pool days, the school principal, immediate supervisor, the district leave specialist, or the director may initiate the application at the request of the family.
- b) Applicants will be required to acknowledge on the application that they understand that their name will appear on the internal Waller ISD Sick Leave Pool website in order for staff to receive knowledge of the employees who are requesting sick leave pool days.
 - i) Only the fact that the employee meets the eligibility criteria for a sick leave pool will be published along with the steps for district employees to make donations.

- c) The dates the employee requests on the donated day request form must align to the dates found on the certification of health care provider form.
- d) If the Committee finds the health certification insufficient, the requestor will be notified and asked to provide an updated health certification or clarification from their healthcare provider. The requestor will have seven (7) calendar days from the date of notification to submit the required documentation.
 - i) Upon receipt of the updated health certification, the Committee will review the application at the next scheduled meeting. If the Committee approves the request, the determination will be communicated to the requestor promptly.
 - ii) If the employee returns to work before the Committee has completed its review and issued a determination, and the request is subsequently approved, the following steps will apply:
 - (a) The announcement of the approved request for donated days will be posted on the internal webpage for seven (7) calendar days or until the maximum number of eligible days are received.
 - (b) Donated days will only be applied to dates that payroll has not processed.
 - (c) Any unused donated days will be returned to the donors in the order in which they were received. An employee who has received donated Pool Days due to their own qualifying catastrophic illness or injury may retain a maximum of five (5) donated Pool Days for future medical appointments, treatments, or follow-up care directly related to the approved catastrophic illness or injury.
 - iii) It is the responsibility of the requestor to ensure the timely submission of the required health certification. Failure to provide the necessary documentation within the seven-day period may result in the denial of the application.
- e) If the employee needs to submit a second request for sick leave pool days during the same school year, he or she will only be eligible to receive the number of days remaining from the annual maximum of twenty (20) days.
- f) Applicants may withdraw from the Waller ISD Sick Leave Pool by emailing the Waller ISD Leave Specialist.

4) GOVERNING COMMITTEE

- a) Name
 - i) The governing committee, which will approve or disapprove all requests for sick leave days, shall be called “Waller ISD Sick Leave Pool Committee” (The Committee).
- b) The superintendent shall supersede a sick leave pool committee meeting at the request of the sick leave pool administrator. The superintendent may approve a request for sick leave pool days at any time at his/her discretion to ensure the privacy of the medical diagnosis of the requestor and he/she shall

make a decision on the maximum days to be granted.

c) Composition of The Committee

- i) The Pool Administrator will summon a committee at the start of each school year.
- ii) The members of the committee will maintain confidentiality of information of the Sick Leave Pool requests. Failure to adhere to the confidentiality of information will result in immediate removal as a committee member as determined by the Sick Pool Administrator or the Superintendent.
- iii) Members of The Committee will consist of personnel who have been employed by the school district for at least three (3) consecutive years prior to being elected.
 - (1) Each campus/department is responsible for electing their one representative.
 - (2) Each representative will serve a minimum of 2 school year terms unless:
 - (a) Removed by their principal/director as the representative.
 - (i) The Principal/Director must submit a written request to the Sick Pool Administrator to remove their campus/department committee member.
 - (b) The committee member no longer serves at the campus/department in which they were originally appointed from.
 - (c) Sick Pool Administrator removes the committee member for misconduct.
 - (3) The Sick Pool Administrator shall provide written notice to the committee member of the removal from The Committee.
- iv) Members of the Committee shall be elected as follows:
 - (1) one representative from each school campus/department
 - (2) one representative from classified personnel;
 - (3) one representative from administration;
 - (4) one district lead nurse (no voting privileges); and
 - (5) one ex-officio representative from administration (Pool Administrator from the Department of Human Resources – no voting privileges).

The total number of committee members will depend on the number of eligible campuses and departments.

5) DUTIES AND RESPONSIBILITIES FOR THE COMMITTEE

- a) All applications for Pool Days shall be reviewed individually by The Committee in a called meeting via email set up by the Pool Administrator (Leave Specialist) on the second Tuesday of each month and the fourth Tuesday of each month as needed.
- b) The sick Pool Administrator shall notify all members via email if there are no applications to review, thus canceling the scheduled meeting.

- c) A minimum of three (3) present committee members shall constitute a quorum, and the scheduled proceedings will move forward, and the decision will be final.
- d) The Committee shall not know the applicant's name or campus/department location.
- e) The Committee shall determine if the sick pool applicant will be approved or disapproved for sick pool leave days by highest total votes.
- f) The decision of The Committee is final.
- g) The Pool Administrator will notify the applicant of their approved or disapproved request for days via email.
- h) The Chief of Human Resources will send a district email to notify all staff members of the addition of Sick Leave Pool Day Requesters to the internal Sick Pool webpage.
- i) An applicant may appeal against the decision of The Committee in accordance with [DGBA \(LOCAL\)](#), by writing a letter to the Superintendent requesting a reevaluation of The Committee's decision.
- j) The Committee shall deny all applications from any employee who has been disciplined for abuse of leave within the past two years from the date they wish to commence leave.
- k) Vacancies on The Committee that arise during the school year will be filled by another elected representative from the same group which was represented by the member who resigned or removed.
 - i) The campus/department with the vacancy will have seven (7) business days to fill the vacancy. Otherwise, The Pool Administrator reserves the right to leave the vacancy empty or elect a member from the vacancy campus/department should the campus/department not provide one.
 - ii) The approval or disapproval of Pool Day Requests by The Committee may be delayed until the vacancy is filled.
- l) The sick pool administrator will add all approved applicant names to the district's internal website for sick pool leave.

6) REGULATIONS CONCERNING CONTRIBUTION AND USE OF DAYS

- a) Employees may donate day(s) provided they maintain a minimum balance of five (5) days in the specific leave bank (State or Local) from which they are donating. This minimum balance must be upheld throughout the open period of the recipient's request and until the pool is dissolved.
- b) An employee may donate a maximum of three (3) Local or State days per school year to any one employee per donated request.
- c) A signed statement indicating the number of days the employee wishes to donate (Local or State days) must be submitted to the Leave Specialist through TalentEd "Sick Leave Pool Donation" form.
- d) The donation of Local or State days to the sick leave pool is voluntary on the part of the donor.
- e) The name of the donor will remain confidential.
- f) Donated days will be processed in the order in which they are received to the recipient. Days offered for

donation shall be subtracted from the donor's leave balance and given to the bank of the requestor. The requester shall see their donated days bank when logging into Skyward.

- g) Employees may not solicit fellow employees for donations.
- h) Recipients may only receive up to twenty (20) donated days.
 - i) A written request for additional donated days may be considered if there is a continuing need. The written request will be submitted to The Committee along with a medical recertification of the catastrophic illness or injury by the health care provider in order to be considered.
 - ii) The Committee will decide on the number of days granted.
 - iii) Should The Committee grant additional days, the Superintendent must also approve the additional days in order to finalize the request for granted days.
- i) Pool Days donated must be used immediately as received and during the same school year in which the request for donated days is open.
- j) Donated Pool Days shall be paid at the full daily rate of the employee to whom they have been donated to.
- k) Donated days may only be used by the recipient for which the donated days were granted for.
- l) If an employee is eligible to earn compensatory time and earns compensatory time while donated days are available and used, the employee must use compensatory time before using any donated days.
- m) Employees may not request Pool Days for bereavement after the death of a family member.
- n) If an employee is on FMLA and has received donated Pool Days in order to care for a family member, the employee may use the pool days for bereavement only if the qualifying catastrophic illness or injury ultimately resulted in the death of the family member. The employee must have already received donated days and still have days available in their bank. A maximum of five (5) Pool Days may be used as stated in the Waller ISD Handbook. As per the Waller ISD Handbook, use of State and/or Local sick leave for a death in the immediate family shall not exceed five (5) workdays per occurrence, subject to the approval of the district.
 - i) If the employee has less than five (5) days remaining of donated Pool Days, the employee may only use the days remaining in their bank and may not apply for more donated days.
 - ii) If the employee has more than five (5) days remaining of donated Pool Days, the maximum allowed to be used for bereavement is five (5) days, starting the first day after death.
 - iii) After the death of an Immediate Family member, the pool will dissolve, and any unused days will revert back to the donor in the order in which they were received after bereavement days have been taken into consideration.
- o) An employee who has received donated Pool Days due to their own qualifying catastrophic illness or injury may retain a maximum of five (5) donated Pool Days for future medical appointments, treatments, or follow-up care directly related to the approved catastrophic illness or injury. The

employee must have already received donated Pool Days and still have days available in their bank.

- i) If the employee has less than five (5) donated Pool Days remaining, the employee may retain only the remaining balance in their bank and may not apply for additional donated days solely for future appointments related to the previously approved illness or injury.
- ii) If the employee has more than five (5) donated Pool Days remaining at the conclusion of the approved leave period, the employee may retain a maximum of five (5) donated Pool Days for future illness-related appointments. Any donated Pool Days remaining in excess of five (5) days will revert back to the donor pool in the order in which they were received.
- iii) Retained donated Pool Days may only be used for medical appointments, treatments, or follow-up care directly associated with the approved catastrophic illness or injury and are subject to district approval and applicable leave procedures.
- p) Donated Pool Days may not be given to an employee once the employee returns to full-time duty as the sick leave pool for the recipient will have been dissolved.
- q) If a recipient returns to duty and attempts to take a donated Pool Day as a personal leave day, this will be considered abuse of leave.
- r) The recipient will lose the right to utilize the Sick Pool Days donated to them upon resignation or termination of employment from Waller ISD.

7) DISSOLUTION OF POOL

- a) The sick leave pool ceases to exist when the voluntary donation reaches the maximum contribution limit of twenty (20) days, when the employee returns to work full-time, upon the death of the employee, or upon the death of the employee's immediate family member.
 - i) The Sick Leave Pool Administrator will remove the recipient's name from the district website when dissolution of the pool has occurred.
- b) Unused sick leave pool days shall revert to the donors in the order in which they were given.

8) AVAILABLE FORMS

- a) The following forms may be found on the Department of Human Resources' webpage of the Waller ISD district website: www.wallerisd.net
 - i) Request for sick leave pool days
 - ii) FMLA request forms
 - iii) Temporary Disability Leave (TDL) request form
 - iv) Medical certification of Health Care Provider for Employee

- v) Medical certification of Health Care Provider for Family Member

9) CONTACT INFORMATION

- a) Leave Specialist/Pool Administrator
 - i) Esther Judy Salinas - esalinas1@wallerisd.net
- b) Director of Human Resources
 - i) Stephanie Fletcher - sfletcher@wallerisd.net
- c) Chief Human Resource Officer
 - i) Angie Campbell Pulido - acampbellpulido@wallerisd.net