

Brewster County
Sick Leave Pool Policy

I. Purpose

The purpose of this policy is to provide a Sick Leave Pool to provide additional sick leave days to eligible county employees in the event of a catastrophic illness or injury, surgery, or disability.

II. Definitions

Eligible employees are those full time employees who have completed one year of county service.

Catastrophic illness or injury is one that prevents an employee from performing the functions of his/her job for an extended period of time. Examples of qualifying catastrophic illness/injury generally include but are not limited to:

1. Stroke with residual paralysis or weakness
2. Incapacitating heart attack
3. Major surgery(hysterectomy, mastectomy, heart bypass, prostate)
4. Cancer
5. Hepatitis, broken hip, car wreck requiring hospitalization

Examples of illness/injury that generally would not be considered severe enough to be catastrophic include but are not limited to:

1. Broken limb
2. Cold/Allergy
3. Minor surgery with no complications such as appendectomy, tonsillectomy, day surgery
4. Pregnancy with minor or no complications.

Administrator means the person designated by the Commissioners Court to administer the county's sick leave pool. Brewster County Commissioners Court designates the Brewster County Treasurer as the administrator of the County's sick leave policy. Duties include developing forms, record keeping, communicating with employees concerning general questions and ensuring proper administration under the policy.

III. Procedures

1. Eligible employees are those employees who have completed one year of county service, are eligible to earn sick leave, and have contributed 16 hours accrued sick leave to the pool.
2. Employees electing to join the pool must have 20 hours of sick leave available prior to joining the pool.
3. Eligible employees may make a contribution of 1-3 days sick leave.
4. Contribution to the pool is allowed only during October of each fiscal year.
5. If an employee does not contribute during the allowable time , the employee may make a contribution at the time of termination .

6. Membership enrollment forms must be submitted to the Brewster County Treasurers office. Days donated will be deducted from each members accrued sick leave.
7. Days donated become the property of the Brewster County Sick Pool and cannot be returned in the event of membership cancellation.
8. To maintain membership in the sick leave pool, all members must donate 16 hours each fiscal year.
9. An Employee who has exhausted all his/her sick leave may apply to use sick leave hours from the pool.
10. Pregnancy will not be covered by the sick leave pool but complications due to pregnancy or delivery will be considered.
11. The maximum number of days granted to an applicant each year will not exceed the lesser of 1/3 of the total amount of time in the pool or 30 days
12. The estate of a deceased employee is not entitled to payment of unused sick leave acquired by that employee from the County Sick Leave Pool
13. An eligible employee must notify their Department Head/Supervisor of their intent to submit application to use time in the pool
14. All applications are to be presented to the Sick Leave Pool Administrator
15. If the employee is determined to be eligible, the Administrator shall approve the transfer of time from the Pool to the employee. The time will be credited to the employee and shall be used for the benefit of the employee and immediate family.
16. Immediate family shall be defined as spouse, child, parent, or other relative who is dependent on the employee for care.
17. If a member is critically ill and unable to file an application for sick leave from the pool, their department head may submit a written application from the family.
18. Employees must exhaust all paid leave before they are eligible to use any leave from the pool.
19. An employee on pool leave does not accrue paid leave
20. Any unused balance of pool leave hours granted to an employee will return to the pool at the end of illness.
21. Request for Sick Pool use will be processed on a first come, first served basis. The Pool Administrator will have 5 work days from the date a request is received to approve or deny the request.