1. PURPOSE

This document provides information about the University of Houston System’s (UHS) policy regarding direct donation of sick leave hours to a specific employee.

2. POLICY

In compliance with the requirements of Texas Government Code, Section 661.207, state employees may voluntarily donate any amount of accrued sick leave to another state employee with the same agency.

3. DEFINITIONS

3.1. Agency: Each UHS university is a separate agency for the purpose of this policy.

3.2. Immediate Family: Those individuals related by kinship, adoption, marriage or certified foster children who are living in the same household or, if not in the same household, are totally dependent on the employee for personal care or services on a continuing basis.

3.3. Service Credit: The number of years that a person has worked which count toward benefits in their retirement plan.

3.4. Medical Emergency: An acute injury or illness that poses an immediate risk to a person’s life or long-term health.

3.5. Eligible Donors: Employees whose primary job is at the same university as the recipient and who have available sick leave balances.

3.6. Eligible Recipients: Those employed in any job that is eligible for sick leave accrual at the time of sick leave donation and who have exhausted all accrued sick leave, compensatory leave, extended sick leave, sick leave pool, vacation, and any other paid leave times to which they are entitled. The participant is eligible to receive the donation at time of hire.
3.7. **Ineligible Employees:** Those employees employed in a position which does not accrue sick leave, or employees who might otherwise accrue sick leave but have not exhausted all forms of paid leave available to them.

4. **SICK LEAVE DONATIONS**

4.1. Donations of sick leave are voluntary and may be made at any time during the year.

4.2. Eligible active employees may donate any amount of sick leave hours, up to and including their total sick leave balance.

4.3. Donations of sick leave are irrevocable.

4.4. Per Internal Revenue Service (IRS) guidelines, the employee making the sick leave donation may be responsible for associated payroll taxes based on their own current salary and exemptions.

4.5. A sick leave donor may not accept any remuneration or gift in exchange for donated leave.

5. **SICK LEAVE RECEIPT**

5.1. Sick leave donations are voluntary and there is no limit on the amount of donated sick leave an employee can use.

5.2. Donated sick leave may only be used under the usual provisions of sick leave usage as defined by [SAM 02.D.02, Sick Leave Pool](#) and university policy.

5.3. Sick leave recipients will not receive service credit for any sick leave donated under this section that is unused on the last day of employment.

5.4. Donated sick leave hours cannot be transferred to another state agency.

5.5. Days paid from the donated leave will be calculated at the employee’s regular full-time equivalency (FTE). An employee cannot receive daily sick leave pay in an amount greater than the employee’s regular base rate, excluding premium pay additions. Premium pay includes bonuses and longevity pay.

5.6. The estate of a deceased employee is not entitled to payment for unused sick leave acquired by that employee via leave donation.

5.7. Unused sick leave donations cannot be transferred to the sick leave pool or to another recipient upon separation from the component university.

5.8. Anonymity of sick leave donations cannot be guaranteed.
5.9. An employee may refuse donated sick leave.

6. REVIEW AND RESPONSIBILITY

Responsible Party: Associate Vice Chancellor for Human Resources

Review: Every five years on or before December 1

7. APPROVAL

Approved: 

Senior Vice Chancellor for Administration and Finance

Chancellor

Date:

REVISION LOG

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