

TITLE: SICK TIME PROGRAM

PURPOSE: To define the University Health System (Health System) Sick Time Program, the terms under which employees may make donations to the program and the conditions under which hours may be issued from the program to other employees. This is a revised policy and supersedes policy dated 10/22/18. [Key Words: Sick Time Program, Paid Time Off (PTO)]

POLICY STATEMENT:

The Health System Sick Time Program provides a source of additional compensation for those employees who have exhausted all accrued benefit hours and are faced with a continuing illness or injury. Employees may also utilize this benefit for reasons related to emergency or other unexpected circumstances. An employee may voluntarily donate accrued PTO hours to the program for use by other employees as approved by the program administrator.

POLICY ELABORATION:

I. ELIGIBILITY

- A.** Regular full and part-time employees are eligible to donate accrued PTO hours and are eligible to use donated PTO hours once reviewed and confirmed by the program administrator.
- B.** Temporary employees do not accrue PTO and therefore are not eligible to participate in the Sick Time program.

II. DEFINITIONS

- A. **Illness or injury****— a medical condition affecting the mental or physical health of an employee that has required treatment by a

licensed practitioner for a prolonged period of time and that has required the employee to exhaust all accrued PTO hours.

- B. Employee** – a regular employee scheduled to work 16 or more hours per week.
- C. Health Care Practitioner** – an individual who is licensed to provide and provides health care services as set forth in the Texas Insurance Code.
- D. Program Administrator** – the person appointed to administer the Sick Time Program.
- F. Sick Time** – the accumulated PTO hours donated by employees for utilization in accordance with this policy.
- G. Accrued Benefit Hours** – the PTO hours that employees have accumulated from date of hire and are eligible to use after the completion of the 90-day probation period upon new hire or rehire.

III. MAKING DONATIONS TO THE PROGRAM

- A.** An employee who desires to donate PTO hours must submit a Sick Time Program Voluntary Donations Form to the program administrator. Forms are available in the Human Resources department (BCHD #809-A-NS, BCHD #809-B-NS). Donations may be designated for a specific employee. Solicitation of donations for a specific employee is not permitted.
- B.** Donations must be in increments of eight (8) hours and no more than 160 hours may be donated by an employee during a 12-month period. Exceptions exceeding 160 hours may be approved based on the emergency or other unexpected circumstances.

- C. Upon approval of the donation, the program administrator shall deduct the donated hours from the donor's bank of accrued PTO hours. The dollar value of the donated PTO hours shall be calculated based on the donor's base rate of pay and credited to the approved recipient's PTO bank.
- D. Employees converting to temporary status, or terminating employment, may donate up to 80 hours of accrued PTO to an employee who has been approved for withdrawals from the Sick Time Program.

IV. PROGRAM ELIGIBILITY

- A. Applications to withdraw hours from the program must be submitted on an application form. The application must be filed with the program administrator and must be accompanied by a statement from the licensed practitioner who is treating the illness or injury that resulted in the exhaustion of the accrued PTO hours of the employee submitting the application when applicable. The program administrator will consider the applications in the order in which they are received and will approve or deny an application within five (5) working days after receipt.
- B. An employee is eligible to withdraw PTO hours from the sick time program once the program administrator confirms that the employee has exhausted all accrued PTO hours.
- C. An employee is eligible to withdraw hours from the sick time program if he/she has exhausted all accrued PTO hours because of a catastrophic illness of a spouse, parent, son or daughter when the employee qualifies for Family Medical Leave as defined in Health System's Policy No. 4.02.02, Leave Policy, and in compliance with the Family and Medical Leave Act, to

care for that family member. An employee is also eligible to withdraw hours from the sick time program if he/she has exhausted all accrued PTO hours for reasons related to an emergency or other unexpected circumstances.

- D.** Eligible employees may receive up to 160 hours of PTO donations incrementally as needed. Upon approval of the employee's application, the program administrator shall notify the employee and his or her department director of the number of hours assigned to the employee. Further donations may be approved in 80-hour increments.
- E.** Sick time program benefits are provided for the purpose of pay continuation only.
- F.** Donated PTO may be authorized to offset the partial loss of normal income when any other form of compensation or benefits are provided under an insurance plan sponsored by the Health System.
- G.** The employee must not be receiving Workers' Compensation benefits.

V. PROGRAM ADMINISTRATION

- A.** The administrator of the Sick Time Program shall be the Executive Director of Human Resources or designee.
- B.** All information presented to the program administrator will be kept confidential and used only for the intended purpose of determining allocation of PTO hours to employees.
- C.** Exceptions to the Sick Time Program may be granted by the President/Chief Executive Officer.

REFERENCES/BIBLIOGRAPHY:

University Health System Employee Handbook: Leave Policy, PTO Policy,
Family and Medical Leave Act

BCHD #809-A-NS, BCHD #809-B-NS

Texas Insurance Code, Title 8, Subtitle F., Chapter 1456

OFFICE OF PRIMARY RESPONSIBILITY:

Senior Vice President, Chief Administrative Officer