



Sick Leave Pool Guidelines

An employee who has exhausted all personal paid leave, and who has been approved for leave because of a serious health condition or to care for an immediate family member who has a serious health condition, may request the establishment of a sick leave pool, to which District employees may donate local leave or state personal leave for use by the eligible employee. A serious health condition is defined as an illness, injury, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a health care provider.

The following procedures apply to the creation and administration of sick leave pools:

- Requests must be electronically submitted through the Donate Leave Days site by using the *Donate Days* app in the SSO.
- Certification of the serious health condition for which the sick leave pool is being requested must be on file with the CISD Leave Office.
- The establishment of a sick leave pool will only be considered for employees who have exhausted all personal paid leave, and who are on leave that has been approved by the CISD Leave Office for a serious health condition.
- The Human Resources Department will notify the employee and their principal/director of the approval or denial of the sick leave pool request.
- The maximum number of donated days an employee may receive, up to 30 per leave year (July 1- June 30), is determined by the medical certification completed by the health care provider.
- The names of employees who have open sick leave pools will appear in the “Donate Days” section of the District’s weekly newsletter, and the employee’s campus/department may share the open sick leave pool status with its staff. 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. Employees who do not want their name listed in the District newsletter or shared with campus/department staff should specify this choice on the sick leave pool request form.
- Only active District employees may donate local and state leave, in full day increments, to any open sick leave pool by using the *Donate Days* app in the SSO. Days must be donated prior to a donor’s last day worked.
- Donated days cannot be used retroactively for absences already posted for attendance.
- Donated days can only be used for absences on account of the serious health condition(s) for which the sick leave pool was approved.
- A sick leave pool will close when the employee no longer requires leave for the reason requested, or the employee exhausts all donated days.
- Donated days do not carry over from one leave year to the next. The leave year is July 1-June 30.
- Any unused donated days are returned to the exact donor, unless the donor is no longer employed by Conroe ISD.
- All decisions regarding the establishment or implementation of a sick leave pool may be appealed in accordance with DGBA(LOCAL).