



**COUNTY OF EL PASO**  
**HUMAN RESOURCES DEPARTMENT**

BETSY C. KELLER, SPHR  
DIRECTOR

TO: Betsy C. Keller, Human Resources Director  
& Sick Leave Pool Administrator

FROM: \_\_\_\_\_

SUBJECT: **RECIPIENT-SICK POOL LEAVE**

DATE: \_\_\_\_\_

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**ELIGIBILITY CRITERIA:** "An employee is eligible to use time contributed to the county sick leave pool if, because of a catastrophic injury or illness or because of a previous donation of sick leave time to which the employee has exhausted all the sick leave time to which the employee is otherwise entitled." Local Government Code, Section 157.075 (a)

I \_\_\_\_\_, SS# \_\_\_\_\_ am applying to become a sick leave pool recipient:

NAME: \_\_\_\_\_

POSITION/TITLE: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

Please describe the nature, severity and anticipated duration of the injury or illness and/or justification for the request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Employee-Signature)

\_\_\_\_\_  
Department Head/Elected Official Signature

**Medical or other documentation in support of this request must be attached.**

Rev. 07/08

## **Catastrophic Illness/Injury Sick Leave Pool Program**

This is a program for employees who have suffered a catastrophic illness or injury. This is for very serious medical conditions of the employee only and does **not** apply to caring for family members. Routine pregnancy/delivery are not considered “catastrophic”. Employees can make contributions of **accrued sick leave to the pool** in the maximum amount of three days. These contributions are made to the pool, not to an individual. Individuals who want to receive donated sick leave under this program must apply to the Human Resources Department to use the pooled sick leave. There is a form and a procedure. You must prove that your illness/injury is catastrophic according to the pool guidelines and you must have already exhausted or have nearly exhausted all of your own sick and vacation leave.

If you are in this situation, you need to apply to the pool when your own sick/vacation leave combined is approaching less than 40 hours and you know that you need more leave.

Please be advised that your department head/elected official is consulted before any Catastrophic Illness/Injury Sick Leave Pool donated leave is granted. If you have abused your sick leave by routinely using your sick leave as you accrue it, a day or two or three at a time, without an adequate chronic/serious medical condition to explain it, you may not be favorably considered for donated leave under this program.