

Harris County

SICK LEAVE POOL PROGRAM

Enrollment & Donations

Eligible Employees

- Employees who have been continuously employed by Harris County for the last 12 months;
- Employees who have at least 81 hours of combined sick and vacation leave;
- Donations to the Pool are strictly voluntary; however, to be eligible to use Catastrophic Leave from the Pool, an employee must donate at least 8 hours of combined sick and vacation to the Pool each Fiscal Year during the Registration Period ;
- Time donated to the Pool is irrevocable. Employees can not designate time to any particular employee. Enrollment in the Program and donation to the Pool is not a guarantee that an employee will receive any Catastrophic Leave from the Pool.
- Eligible employees may also donate up to 80 hours of combined sick and vacation when they separate employment from the County;

Eligibility for Withdrawals

- Employees who are enrolled in the Program are permitted to request and receive leave from the Pool for their own Catastrophic Injury or Illness; as defined by the Program;
- Employees can retrieve the Harris County Sick Leave Pool Enrollment and Donation Form via the Harris County Intranet and email the completed form to sickleavepool@harriscountytexas.gov for review and approval;
- Employees must be absent at least ten (10) continuous workdays due to their Catastrophic Injury or Illness before receiving leave from the Pool;
- Employees must have exhausted all accrued paid leave and compensatory time before requesting Leave from Pool.

How to Request a Withdrawal

- Employees must submit a completed FMLA Form 456A and a Harris County Sick Leave Pool Withdrawal Form to their Department's HR Clerk. The HR Clerk must then email them to sickleavepool@harriscountytexas.gov for review and approval.

Additional Information

- Leave used from the Pool will count towards the employee's available FMLA entitlement;
- The maximum amount of Leave that can be given to an employee in a rolling 12 month period is the lesser of:
 1. The number of hours needed to cover the employee's absence due to the Catastrophic Injury or illness;
 2. 60 work days (480 hours); or
 3. One-third of the total amount of time in the Pool.
- Consult the [Sick Leave Pool Program](#) for more details.

Sick Leave Pool Registration Period

August 27 – September 23
2022



*For
Sick Leave Pool
Fiscal Year*

October 01, 2022 -
September 29, 2023

Make A Donation

During the Registration Period, registration will be completed via the Employee Self Service (ESS) Portal in STARS.

STARS
Shared Technology & Reporting System

Please send your questions, concerns or forms to: SickLeavePool@harriscountytexas.gov