



HUMAN RESOURCES DEPARTMENT
FORT BEND COUNTY, TEXAS

Kent M. Edwards, PHR
Director of Human Resources

TO: Judge Robert Hebert
Commissioner Vincent Morales
Commissioner Grady Prestage
Commissioner Andy Meyers
Commissioner James Patterson

FROM: Kathy Novosad, PHR
Senior Human Resources Generalist

SUBJECT: Commissioners Court Agenda Item
Withdrawal Application, Shared Sick Leave Pool
September 12, 2017

DATE: September 12, 2017

As provided by the Fort Bend County Employee Information Manual Section 712, Shared Sick Leave Pool, the administrative committee of the Pool is submitting this request for the Commissioners Court agenda. The committee has reviewed the withdrawal application and finds the employee to be eligible to withdraw hours from the Pool. The committee recommends withdrawal as follows:

Employee of TX AgriLife Extension Office, Position # 6651-0009 440 hours

Please contact Kathy Novosad at 281-341-8624 if you have any questions.

FORT BEND COUNTY
SHARED SICK LEAVE POOL WITHDRAWAL FORM

TO: Shared Sick Leave Pool Administrator
c/o Human Resources Department

FROM: _____ DEPARTMENT NAME: Extension 6651A

DATE: July 25, 2017

SUBJECT: Withdrawal from Shared Sick Leave Pool

I am requesting approval to withdraw sick leave from the Shared Sick Leave Pool for the purpose of covering time spent away from work due to my serious medical condition. I estimate that the amount of sick leave needed will be 440 hours.

I understand that I must first exhaust all of my own accrued leave, including sick, vacation, compensatory, and deferred leave prior to withdrawing from the Pool. I also understand that withdrawal from the Pool is subject to limitations and the terms and conditions specified in Section 712, Shared Sick Leave Pool, of the Employee Information Manual.

I have attached the FMLA form *Certification of Health Care Provider* in support of my request.

Requestor's Signature: [Signature] Date: 7/25/2017

Department Head Signature: [Signature] Date: 7-25-2017

For Pool Administrator Use Only

Date of committee review: _____	Self-enrolled or EBO	<u>Self</u>
	Member Since	<u>2016</u>
Court approval date: _____	Current Position	<u>6651-0009</u>
	Length of Service	<u>3y 10m</u>
Payroll notified: _____	Date Began FMLA	<u>8/10/17</u>
	FMLA Time Remaining	
Department notified: _____	Sick Leave Used	<u>74</u>
	Vacation Used	<u>28</u>
Employee notified: _____	Comp/Deferred/Other Used	<u>0</u>
	Previous Pool Withdrawal	<u>0</u>

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