



## HUMAN RESOURCES DEPARTMENT

FORT BEND COUNTY, TEXAS

Kent M. Edwards, PHR  
Director of Human Resources

To: Judge Robert Hebert  
Commissioner Richard Morrison  
Commissioner Grady Prestage  
Commissioner Andy Meyers  
Commissioner James Patterson

From: Shared Sick Leave Pool Administrative Committee  
(Sandy Kucera, Kathy Novosad, Kaye Reynolds, Scott Wieghat)

Copy: Kent Edwards, Director of Human Resources

Date: April 17, 2013

Subject: Revisions to Employee Information Manual  
Section 712: Shared Sick Leave Pool

The Administrative Committee of the Shared Sick Leave Pool is submitting the attached revisions to the Shared Sick Leave Pool policy for your review and action. The Pool was implemented January 1, 2009 with a two-fold purpose: One, provide an additional period of paid leave to Pool members who need to take an extended leave due to their own illness, and two, provide an incentive for employees to save their sick leave and use the leave wisely. The Pool has successfully achieved the first goal by providing over 12,000 hours of additional leave to approximately 70 Pool members. However, by allowing employees to enroll fellow employees in the Pool even if the enrolled employee does not meet the self-enrollment criteria, the Pool has failed to consistently meet the second stated goal.

The Pool statistics given on page 2 clearly illustrate that immediate changes are needed to the enrollment by other provisions in order to keep the Pool viable for all members. The committee recommends the following revisions:

1. Enrollment by others will still be allowed, provided one or more members donate a minimum of 40 hours on behalf of the employee. The employee to be enrolled must have an accrued sick leave balance of at least 40 hours
2. Members enrolled by others will be restricted to a maximum withdrawal of 64 hours per year (equivalent to one year's sick leave accrual)
3. Membership for those enrolled by others may continue for up to 2 full calendar years following enrollment. Members enrolled by others will be encouraged to self-enroll when they attain an accrual balance of 88 hours or more. If the member does not self enroll during that time, their membership will be cancelled
4. Members enrolled by others prior to the effective date of these changes will also be subject to the 64 hour annual withdrawal limit, and will be given until December 31, 2015



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to self-enroll. If they do not self-enroll by the deadline, their Pool membership will be cancelled.

Pool Statistics (2009 to Present)

	Enrolled by Others	Self-Enrolled	Total
Hours Donated	4,000	15,714	19,714
Hours Withdrawn	10,225	2,503	12,728
Members Withdrawing	60	19	79
Current Membership	230	589	819

Please see attached for the draft policy and forms tracking the changes made. Untracked copies can be provided upon request. If you have any questions, please feel free to contact Kent Edwards or any member of the Pool committee.