



*Webb County*  
*Administrative Services Department*

Risk Management

Human Resources

## MEMORANDUM

**DATE:** August 25, 2015  
**TO:** All Elected Officials, Department Heads and Employees  
**FROM:** Cynthia Mares, Administrative Service Director   
**SUBJECT:** Sick Leave Pool Annual Enrollment

It's that time of the year! The Administrative Services Department will be taking applications for the 2015-2016 Sick Leave Pool Program. Webb County employees interested in enrolling in the Sick Leave Pool Program for the 2015 - 2016 fiscal year may do so from September 1st, 2015 thru September 30, 2015.

The Sick Leave Pool Program provides eligible employees with additional sick leave in times of catastrophic illness and is the only allowable way that sick leave hours can be transferred from one county employee to another. Only those employees who donate to the pool are eligible to apply for withdrawal of hours.

In order to donate to the pool, you must be a full-time active employee as of April 30, 2015 and have and **maintain** a minimum sick leave accrual balance of 24 hours through September 30, 2015 after your sick leave donation is deducted. (The September 30, 2015 sick leave accrual is not eligible for donation or balance purposes.) Full-time employees may donate not less than one day (8 hours) or not more than five days (40 hours) of accrued **SICK LEAVE** days.

If you are interested in participating, please submit a completed *Sick Leave Pool Donation Form*. **If you do not wish to participate please submit a signed application declining to participate in the program.** Donations are subject to verification and will not be accepted after the specified deadline.

In order to request and receive benefits, at a minimum you must have 12 months or more of service with Webb County and donated to the Sick Leave Pool Program in **both the previous and the present fiscal years**. Other conditions apply and are detailed in the Webb County Sick Leave Pool Program Policy available on the County's Shared T: Drive [T:\Administrative Services Dept\Webb County Personnel Policies 11-14-11], at the Administrative Services Department and on the County's website <http://www.webbcountytx.gov/AdministrativeServices/SLP%20Forms/default.aspx>.

Additional information regarding this program can be obtained by contacting Administrative Services at (956) 523- 4143.