



HARRIS COUNTY

Sick Leave Pool Program

Eligibility for Enrollment & Donations

- Employees who have been continuously employed by Harris County as a Regular Position (Full-time) employee for at least 12 months;
- Employees who have at least 48 hours of combined sick and vacation leave (the donation cannot cause the employee's combined sick and vacation leave balance to fall below 40 hours);
- Donations to the Pool are strictly voluntary; however, to be eligible to use Catastrophic Leave from the Pool, an employee may donate at least 8 hours of combined sick and/or vacation to the Pool each Fiscal Year during the Registration Period;
- Time donated to the Pool is irrevocable. Employees cannot 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 can request to donate up to 80 hours of combined sick and/or vacation when they separate employment from the County by emailing Central HR at SickLeavePool@harriscountytexas.gov.

Eligibility for Withdrawals

- Employees who have been continuously employed by Harris County as a Regular Position (Full-time) employee for at least 12 months immediately preceding the withdrawal;
- Employees must be absent on a continuous Family Medical Leave (FMLA) for at least ten (10) continuous workdays for their own Catastrophic Injury or Illness;
- Employees must have exhausted all accrued paid leave and compensatory time before requesting Leave from Pool;
- Employees' eligibility for leave from the Pool ends when they receive Workers' Compensation indemnity benefits, long-term disability benefits, Social Security disability benefits, or any other supplemental benefits.

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. Department HR must then email the documents 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. Sixty (60) workdays (480 hours) for employees who donated to the Pool for the fiscal year; twenty (20) workdays (160 hours) for employees who did not donate to the Pool for the fiscal year, or;
 3. One-third of the total amount of time in the Pool.

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

Sick Leave Pool Registration Period

August 24, 2024 -
September 20, 2024



[Make A Donation](#)

Employees who are enrolled in the Program are permitted to request and may receive up to 480 hours of leave from the Pool for their own Catastrophic Injury or Illness during the Sick Leave Pool Fiscal Year.

Sick Leave Pool Fiscal Year

October 01, 2024 -
September 30, 2025

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