

UTSA Employee Request to Transfer Sick Leave Hours to Sick Leave Pool

An employee may transfer any or all of his/her sick leave balance to the Sick Leave Pool. However, contributions to the pool may not be designated for the use of a particular employee.

Please read the items below to ensure you understand how the transfer of hours from your employee leave record will affect your leave record during your current employment at UTSA and in your future at UTSA, UT and/or any State of Texas agency.

- I understand the number of hours shown below will be deducted from my present accrued sick leave balance and transferred into the UTSA Sick Leave Pool.
- I understand that all donations are irrevocable and that the hours I donate will not be restored, if I return to work to UTSA, any UT Component or Texas State Agency.

I understand, if I am a Teacher Retirement of Texas (TRS) participant, and should I retire with UTSA, the number of hours donated cannot be used to purchase creditable membership years of service towards my retirement benefits.

Complete this form and submit to your HR Leave Administrator for their review and reconciliation of your leave record to ensure that your leave balance supports this request. Email to: LeaveAdmin@utsa.edu

Employee Name (Last, First, MI):

Empl ID:

For Completion by Donating Employee (Active Employees)

PLEASE PRINT

Number of hours I wish to donate/transfer to the institutional sick leave pool:
Donations must be made in 8 hour increments.

I have read the information above and understand how this transfer/donation will affect my current and future record.

Employee (Signature)

Date

For Completion by Terminating Employee

Last day worked: Number of hours to donate: Are you retiring? Yes No

Have you accepted a position with another State agency? Yes No

If Yes, what agency:

Start date:

I have read the information above and understand how this transfer/donation will affect my current and future record.

Employee (Signature)

Date

PRIVACY NOTICE

With a few exceptions, you are entitled to be informed about the information U.T. San Antonio collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review this information. Under Section 559.004 of the Texas Government Code, you are entitled to have U.T. San Antonio correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in the University of Texas System Business Procedures Memorandum 32. The information that U.T. San Antonio collects will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time.