



Human Resource Services
The University Of Texas At Austin

101 E.27th STREET • P.O. Drawer V
Austin, Texas 78713

SICK LEAVE POOL TRANSFER

A current or terminating employee may contribute unlimited hours to the Sick Leave Pool. Please do not contribute if you may return to state employment within a year. Once hours are contributed, they cannot be returned.

Name: _____

Department: _____

UT EID: _____

Number of hours I want to contribute now: _____

Number of hours I want to contribute each fiscal year _____
(fiscal year contributions will be deducted each year in October)

OR

I would like to discontinue my perennial donation to the Sick Leave Pool:

Effective Date: _____

I authorize Human Resources Services to deduct the specified hours from my sick leave balance or discontinue my perennial contributions.

Signature

Date

It is the responsibility of the Human Resource Services to deduct the contribution from the employee's balance, and the deduction will show up on the next Vacation/Sick Leave Report. Retain a copy for departmental records and forward the original to Human Resource Services, campus code J5600.

Departmental Contact Person

Telephone #

Notice Concerning Your Information: The Texas Public Information Act, with a few exceptions, gives you the right to be informed about the information that The University of Texas at Austin collects about you. It also gives you the right to request a copy of that information; and to have the University correct any of that information that is wrong. You may request to receive and review any of that information, or request corrections to it, by contacting the University's Public Information Officer, Office of Financial Affairs, PO Box 8179, Austin, Texas, 78713 (email: cfo@www.utexas.edu).