

## Family Leave Pool Policy

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### I. Title

Family Leave Pool Policy

### II. Policy

Benefits eligible Employees of The University of Texas at Arlington (UTA or University) who accrue sick leave and have exhausted all leave; including sick, vacation, compensatory, administrative leave for outstanding performance, and sick leave pool, to which the Employee is otherwise entitled; are eligible to apply to use hours from the Family Leave Pool (FLP).

#### A. Policy Statement

This policy allows eligible Employees to apply for paid leave time during a leave of absence under the FLP and provides an additional leave option and flexibility to:

1. Bond with and care for a child within the first year following birth, adoption, or foster placement; and/or
2. Care for themselves or their immediate family members due to a serious illness, including a pandemic-related illness or complications caused by a pandemic.

## **B. Eligibility**

1. This policy applies to any regular UTA hourly or salaried Employee who is appointed to a position for at least twenty hours per week for a period of four and one-half months or more. This excludes Employees employed in positions which require student status as a condition for employment. For purposes of this policy, faculty must be appointed for at least fifty percent time for at least four and one-half continuous months.
2. An Employee does not have to contribute to the pool in order to apply to use leave from the pool.
3. Employees granted FLP hours are not required to pay back the family leave hours granted to them.

## **C. Coordination with Other Leave and Benefits**

1. Employees who are on FLP leave may not use any sick and vacation leave that was accrued during their FLP absence until after they return to work.
2. Employees utilizing FLP leave must use all already accrued sick and vacation leave before using the FLP hours.
3. The Employee will continue to receive medical benefits premium sharing while on FLP.
4. **Family Medical Leave (FMLA) or Parental Leave**

An Employee applying for FLP hours will be placed on FMLA or Parental Leave by the TCE office when applicable.

## **D. Return to Work Certification**

When the Employee is absent from work due to a serious illness, including a pandemic-related illness, a return-to-work certification, signed by a Licensed Practitioner must be provided to the FLP Administrator prior to the Employee's return to work. The statement must also specify what limitations, if any, exist to the Employee's ability to perform his or her job duties or pose a threat to the safety of the Employee or others.

## **E. Estate Entitlement**

The estate of a deceased Employee is not entitled to payment for unused FLP hours acquired by the Employee from the FLP. Any unused FLP hours will revert back to the FLP.

### **III. Definitions**

**Employee:** An eligible employee of the UT System or any of the Texas state institutions. An eligible employee is defined as employed for at least twenty hours per week for a period of at least four and one-half month, and not employed in a position for which student status is required as a condition of the employment.

**Immediate Family:** Those persons living in the same household with the employee who are either related to the employee by kinship, adoption, or marriage, or who are certified by The Texas Department of Human Services as foster children of the employee. Minor children of the employee, whether or not living in the same household, will be considered Immediate Family for purposes of FLP. An employee's use of FLP for the care of family members not residing in that employee's household is strictly limited to the time necessary to provide care and assistance to a spouse, child, or parent of the employee and they must be totally dependent upon the employee for personal care or services on a continuing basis.

**Licensed Practitioner:** A physician licensed to practice medicine by the state in which they practice.

**Family Leave Pool:** The accumulated sick or vacation leave donated by employees for utilization in accordance with this policy.

### **IV. Relevant Federal and State Statutes**

Texas Education Code [§ 51.961](#) *Leave Provisions for Employees of University System or Component Institution of System*

Texas Government Code, Chapter 661 Leave, [Subchapter A-1](#) *State Employee Family Leave Pool*

### **V. Relevant UT System Policies, Procedures and Forms**

UTA Procedure [HR-LA-PR-12](#) *Family Leave Pool*

UT System Rules and Regulations of the Board of Regents [Rule 30204](#) *Family Leave Pool*

[Office of Talent, Culture, and Engagement Forms and Documents:](#)

UTA Form DF-HR-LA-F-10 *Family Leave Pool Application*

UTA Form DF-HR-LA-F-11 *Family Leave Contribution Form*

### **VI. Who Should Know**

All employees.

**VII. UTA Office(s) Responsible for Policy**

**Responsible Officer:** Vice President of Talent, Culture & Engagement

**Sponsoring Department:** Talent, Culture & Engagement

**VIII. Dates Approved or Amended**

March 6, 2025

**IX. Contact Information**

All questions regarding this policy should be directed to: The Office of Talent, Culture & Engagement [askhr@uta.edu](mailto:askhr@uta.edu)

Send notifications of errors or changes to: [policysite@uta.edu](mailto:policysite@uta.edu)