



## **South Texas Educational Technologies, Inc.**

Human Resources Department  
519 S. Texas Blvd.  
Weslaco, TX 78596

Phone: (956) 969-3092 Fax: (956) 969-8614

### **Sick Leave Pool (SLP)**

An employee who has exhausted all paid leave and who suffers from a catastrophic illness or injury or is absent due to the catastrophic illness or injury of a member of the employee's immediate family may request the establishment of a sick leave pool, to which Charter School employees may donate no more than five days of state personal leave for use by the eligible employee. The eligible employee may draw a maximum of 60 state personal leave days from the sick leave pool. If the employee is unable to submit the request, a member of the employee's family or the employee's supervisor may submit the request to establish a sick leave pool.

The pool shall cease to exist when the employee no longer needs leave for the purpose requested, uses the maximum number of days allowed under a pool, or exhausts all leave days donated to the sick leave pool.

The Superintendent or designee shall develop regulations for the implementation of the sick leave pool that address the following:

1. Procedures to request the establishment of a sick leave pool; and
2. The return of unused days to donors.

### **APPEAL**

All decisions regarding the establishment or implementation of the Charter School's sick leave pool may be appealed in accordance with administrative procedures beginning with the Superintendent or designee.