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## Sick Leave Pool: Retroactive Pay

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System Regulations prohibits retroactive pay from the sick leave pool. Section 4.3 of System Regulation states:

*“Sick leave pool hours must be requested before the hours are needed or as soon as possible. State law prohibits the retroactive granting of sick leave or sick leave pool hours.”*

The Texas A&M University System Office of General Counsel provides additional clarification on the definition of retroactive pay in a memorandum dated April 27, 1999:

*“The granting of sick leave pool hours can only go back as far as the beginning of the current pay period, i.e. the pay period during which the application was granted. There is some flexibility that can be applied when a doctor has not submitted the requested documentation or the pool administrator has not acted quickly, but such flexibility can only go back to the beginning of the current pay period.”*

Given this information, employees requesting pool hours must be diligent when reviewing their individual paid leave balances and potential sick leave pool needs. Department liaisons and appropriate staff must remain in timely contact with Human Resources when submitting SLP applications and evaluating the potential need of pool hours for their employees. Employees and departments who fail to submit a pool application in a timely manner to Human Resources risk having the applicant’s hours denied due to prohibitions against retroactive pay from the sick leave pool.

### NEED HELP?

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