



Sick Leave Pool or Family Leave Pool Returned Hours Form

Privacy Notice: State law requires that you be informed that you are entitled to: (1) request to be informed about the information collected about yourself on this form (with a few exceptions as provided by law); (2) receive and review that information; and (3) have the information corrected at no charge. To request this information, contact leave@tamu.edu or (979) 862-1720.

INSTRUCTIONS This form is used by departments beginning 9/1/2022 to return unused sick leave pool or family leave pool hours. **HR Contacts are responsible for deducting employee pool hour balances by making a Workday adjustment. Then forward the form to Leave@tamu.edu so that the database hours can be adjusted.**

Employee Name		UIN
Department		<input type="checkbox"/> TAMU <input type="checkbox"/> Texas A&M Health <input type="checkbox"/> Galveston
Date employee returned to work or became ineligible for Leave Hours		
Sick Leave Pool Hours <i>returned</i> :		Family Leave Pool Hours <i>returned</i> :
Comments:		

Human Resources Contact (Printed Name)

Date

Human Resources Contact Signature

SUBMIT FORM TO:
Leave Administration
leave@tamu.edu

FOR ASSISTANCE:
Leave Administration
979.862.4027 | leave@tamu.edu