

The University of Texas at Dallas

Voluntary Sick Leave Pool Contribution

INSTRUCTIONS: Employee completes Section 1 and routes to Unit Administrator. Unit Administrator completes Section 2 and routes to Human Resources. A file copy will be returned to the Unit.

Section 1

Employee Name:
UTD-ID:
Administrative Unit:

Benefits eligible employees may transfer accrued sick leave to the sick leave pool in 8 hour increments (8, 16, 24, etc.) A retiring state employee may contribute in increments of less than 8 hours.

I hereby contribute _____ hours to the UT Dallas sick leave pool. I understand that this number of hours will be deducted from my sick leave balance. I agree that this is a voluntary contribution.

Employee Signature:

Date:

Section 2 Administrative Unit Certification:

I certify that this contribution has been deducted from the employees sick leave balance as of this date.

For Administrative Unit (Print Name):

For Administrative Unit (Signature):

Date:

Section 3 Office of Human Resources

Logged by:

Date:

Date acknowledgement sent to employee:

Date copy sent to Unit:

NOTICE

With few exceptions, you are entitled on your request to be informed about the information UTD collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information. Under Section 559.004 of the Texas Government Code, you are entitled to have UTD correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in The University of Texas System Procedures Memorandum 32. The information that UTD collects will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time.

The "Public Information Officer" of UTD is Calvin Jamison, Senior Vice President for Business Affairs. He is the designated agent for coordinating responses to requests for public information appropriately submitted to UTD. He can be reached at (972) 883-2213 or by fax at (972) 883-2212.