

31.06.02 Sick Leave Donation

Revised [August 18, 2021](#)

Next Scheduled Review: August 18, 2026

Click to view [Revision History](#).



Regulation Summary

The Texas A&M University System (system) provides the opportunity for an employee to donate sick leave to an eligible employee in accordance with state law.

Regulation

1. DONATION OF SICK LEAVE

- 1.1 An employee may donate any amount of the employee's accrued sick leave to another employee who:
 - (a) is employed by the same member as the donor employee; and
 - (b) has exhausted the employee's sick leave, including any time the individual may be eligible to withdraw from the member's sick pool.
- 1.2 An employee who donates any of the employee's sick leave to another employee may not receive remuneration or a gift in exchange for the sick leave donation; nor may the employee receiving the donation provide any form of remuneration to the donor.
- 1.3 An employee who receives a donation of sick leave may not:
 - (a) use sick leave donated to the employee under this section, except as provided by System Regulation *31.03.02, Sick Leave*, and Chapter 661.202 (d) and (e) of the Texas Government code;
 - (b) receive retirement service credit for any unused donated sick leave on the last day of employment;
 - (c) transfer unused hours directly from one state agency to another;
 - (d) donate the unused hours to another employee;
 - (e) have unused hours restored after termination and reemployment with the same state agency; or
 - (f) have unused hours paid out to the employee's estate upon death.

2. DONATION OF SICK LEAVE DOCUMENTATION AND APPROVAL

- 2.1 Each member determines the process for requesting and approving requests for sick leave donation, including the adoption of a member sick leave donation approval form. The member's sick leave donation form must contain, at a minimum, the provisions listed in the system's model sick leave donation form.
- 2.2 The gift of sick leave must be approved by the member's leave administrator who can verify eligibility.

Related Statutes, Policies or Requirements

[Tex. Gov't Code, Ch. 661](#)

[Sick Leave Direct Donation – Donor Form](#)

[Sick Leave Direct Donation – Recipient Form](#)

[System Regulation 31.03.02, Sick Leave](#)

Member Rule Requirements

A rule is not required to supplement this regulation.

Contact Office

Human Resources
(979) 458-6169