



<b>Institutional Handbook of Operating Procedures</b> <b>Policy 03.06.10</b>	
Section: Human Resources	Responsible Vice President: Vice President and Chief Human Resources Officer
Subject: Leave Administration	Responsible Entity: Human Resources

**I. Title**

*Extended Illness Bank (EIB)*

**II. Policy**

Provides employees with income protection for extended periods of personal or family illness/injury.

The University of Texas Medical Branch, in compliance with applicable federal laws and regulations, strives to maintain an environment free from discrimination against individuals on the basis of race, color, national origin, sex, age, religion, disability, sexual orientation, gender identity or expression, genetic information, or veteran status.

**III. Procedure**

**A. Eligibility**

All full-time and part-time (appointed at least .5FTE/20 hours per week) benefits eligible employees are eligible for EIB.

EIB leave is available only after it has been accrued and may never be used in advance. In most cases, other types of paid leave (prorated based on full-time equivalency) or leave without pay is required to be used before EIB leave may be utilized. EIB is only accrued while the employee is “active”.

**B. Accruals**

Upon implementation of UTMB’s myPTO program, all sick leave hours previously accrued by employees under the state-sponsored sick leave plan will be credited to their EIB.

Employees will then be granted up to 40 hours of EIB, proportionate to their appointed hours/FTE status, each fiscal year. Hours are credited in a lump sum on September 1<sup>st</sup> of each year and are available for immediate use.

New employees are credited EIB hours in a prorated lump sum on their date of hire.

Unused EIB hours may carry forward from one fiscal year to the next with no limits.

EIB balances are maintained in the timekeeping system and are visible to employees, timekeepers, and supervisors.

**C. Using EIB Accruals**

When an employee is unable to work due to a personal or family illness/injury, the employee is expected to follow departmental call-in procedures. Unscheduled time off is managed in accordance with UTMB policy and procedures.

Employees must use Paid Time Off (PTO), other available accruals or leave without pay for the first 16 hours, proportionate to their appointed hours/FTE status, of an illness/injury, unless the leave meets the criteria for direct EIB access.

Time off process for illness/injury

1. Employee notifies supervisor in advance either using the Global Time Off Request (GTOR) or verbally, if unexpected, of need to be away from work for a personal or family illness/injury.
2. Employee keeps supervisor informed of their status and date of return, if known.
3. If unable to submit a request in advance of the leave, immediately upon returning to work the employee submits a GTOR through the timekeeping system using the appropriate pay code for the leave, unless already completed by the employee's supervisor or department timekeeper.

Employees or their supervisor should contact HR Leave Management to request Family and Medical Leave (FML) if an illness/injury lasts for five or more consecutive workdays or if it results in an overnight hospital stay.

Employees who are out for their own illness/injury for **three** (3) or more consecutive workdays must present a release from a licensed health care practitioner clearing them to return to work.

Employees who exhaust all their available accruals and need more time away from work for an illness/injury or parental leave may be eligible for expanded income protection through UTMB's reduced paid leave benefit. See the [Reduced Paid Leave UTMB IHOP policy](#) for more details.

**D. Direct Access to EIB**

Employees will be able to directly access a combined total of up to 16 hours, proportionate to their appointed hours/FTE status, of EIB each fiscal year for:

- Personal wellness activities – personal wellness activities include routine and preventative medical, dental and vision care, and other health-related events
- Care for the illness/injury of employee and immediate family members
- School-sponsored educational activities for dependent children who are in pre-kindergarten through 12th grade – school-sponsored activities include parent-teacher conferences, tutoring, volunteer programs, field trips, classroom programs, school committee meetings, academic competitions, and athletic, music, or theater programs

Hours may be used as preferred, and documentation will not be required for the above situations unless an employee is out for their own illness/injury for three or more consecutive workdays.

Employees will also be able to directly access their EIB accruals for:

- Hospital admissions that require an overnight stay for a personal or family illness/injury
- Continuous or intermittent leave approved by HR Leave Management.
- Leave requests pending approval by HR Leave Management; if a request is denied, the employee must use PTO, other available accruals, or leave without pay (LWP), if other accruals are not available, for the first 16 hours of the leave
- Illness/injury of a graduate assistant or their immediate family member

The above direct access provisions do not provide employees with additional paid leave hours. Employees must have accruals available to be able to directly access their EIB in these situations.

Hours may be used in 15 minute increments, up to the identified maximums for each direct access reason.

**E. Direct Donation of EIB Hours**

Employees may donate accrued EIB hours directly to another employee if the recipient of the donation meets the eligibility requirements for EIB and has exhausted their own EIB balance.

Donated EIB hours may only be used for absences related to the recipient's illness/injury or to the care of an immediate family member's illness/injury.

The dollar value of the donated EIB hours will be included in the donor's taxable income for the pay period during which the donation is made, and UTMB will withhold taxes from the donor's paycheck. The donor's earnings must be sufficient to cover the taxes in order for the donation to be executed.

An employee may not provide or receive remuneration or a gift in exchange for donated EIB hours.

Any EIB hours donated to a recipient are available for use from the date that the donation is executed and cannot be applied retroactively.

Donated EIB hours are irrevocable once executed and cannot be returned to the donor's EIB balance.

Unlike with an employee's own accrued EIB hours, donated EIB hours cannot be:

- Used to attend school-sponsored educational activities for dependent children;
- Donated to another UTMB employee;
- Reinstated if the recipient separates from UTMB and is reemployed by the state within 31 calendar days to 12 months;
- Transferred if the recipient transfers to another state agency; or
- Paid to the recipient's estate if the recipient dies.

**F. Status Change**

EIB accrual is based on an employee's position at the beginning of the fiscal year.

- Employees who move from a part-time to a full-time benefits-eligible position will be credited the prorated difference in EIB hours on the date of the status change.
- Employees who move from a full-time to a part-time benefits-eligible position will retain all previously accrued EIB hours and will receive the prorated number of EIB hours during the next fiscal year grant on September 1.
- Employees who move from a non-benefits eligible position to a full-time or part-time benefits-eligible position will be credited EIB hours in a prorated lump sum based on their FTE status and date of the status change.
- Employees who move from a benefits-eligible position to a non-benefits eligible position will no longer accrue or use EIB. Accrued but unused EIB hours are frozen until the employee returns to a benefits-eligible status or terminates employment.

**G. Separation from UTMB**

Employees who separate from UTMB for any reason will not receive payment for accrued EIB hours.

Restoration of EIB Balance

Employees who separate from UTMB as a result of a formal reduction-in-force may have their EIB balance restored if they are reemployed by the state within 12 months.

Employees who separate from UTMB for any other reason may have their EIB balance restored if they are reemployed by the state within 31 calendar days to 12 months of the date of separation.

State Agency Transfers

- Unused sick leave/EIB for employees transferring to UTMB from another state agency may not be transferred as UTMB does not accept EIB leave balances.
- Unused EIB for UTMB employees transferring to another state agency may be transferred if the new agency accepts EIB leave balances.

Retirement

Eligible employees may be able to use their EIB and/or PTO accruals to purchase one of year service credit through the Teacher Retirement System (TRS) or the Employees Retirement System of Texas (ERS). Purchased service credit may only be used for calculating retirement benefits and not for determining retirement eligibility.

Death Benefits

Upon the death of an active employee, UTMB will pay the estate of the deceased for one-half of their accrued EIB hours or for 336 hours, whichever is less. The employee must have had at least six months of continuous employment with the state for the estate to receive payment. Payment will be calculated at the employee's monthly or hourly base pay rate at the time of their death.

**IV. Definitions**

Immediate Family Member - for the purposes of the myPTO program, an employee's immediate family members are limited to:

- Parent (includes biological parent or individual who acted in the capacity of a parent)
- Spouse (includes opposite-sex or same-sex spouse)
- Child who is either under 18 years of age or is 18 years of age or older and is incapable of self-care (includes biological, adopted, foster, or stepchildren, legal wards and other individuals for whom the employee acts in or acted in the capacity of a parent)

**V. Relevant Federal and State Statutes**

[Texas Education Code Section 51.961](#)

**VI. Related UTMB Policies and Procedures**

[IHOP 03.06.00 – Paid Time Off](#)

[IHOP 03.06.09 – Family and Medical Leave](#)

[IHOP 03.06.11 – Reduced Pay Leave](#)

**VII. Additional References**

[Extended Illness Bank Fact Sheet](#)

[Direct Access to Extended Illness Bank Fact Sheet](#)

[Employees Separating from UTMB Fact Sheet](#)

[State Agency Transfers Fact Sheet](#)

**VIII. Dates Approved or Amended**

<i>Originated: 04/26/2022</i>	
<i>Reviewed with Changes</i>	<i>Reviewed without Changes</i>
8/20/2024	

**IX. Contact Information**

Human Resources Employee Relations  
(409) 772-8696