

Texas Department of Criminal Justice

PERS 18

Legislative Leave Pool Contribution and Withdrawal

Note to Employee:

Contributing – If you are contributing to the Legislative Leave Pool (LLP), complete Section I of the form and submit it to your respective Human Resources (HR) specialist for processing.

Withdrawing – If you are withdrawing from the LLP, complete Section II of the form and submit it to your respective HR specialist for validation.

Your respective HR specialist will then manage the subsequent steps to complete the approval and processing of your request.

Employee Information		
Printed Name (Last Name, First Name MI)		Payee ID
Job Title	Unit/Division	Salary Group
Personal Email		Work Email

Section I: Contribution to Legislative Leave Pool		
Current Accrued Leave Balances	Compensatory Time:	Vacation Time:
LLP Contributions	Compensatory Time:	Vacation Time:
Separating employees will not be paid for any compensatory or vacation time contributed to the LLP.		
Contributions may not be designated for any specific employee.		
LLP contributions are considered wages for income tax purposes.		
Employee Signature:		Date:

FOR HUMAN RESOURCES SPECIALIST USE ONLY		
HR Specialist Printed Name:	Signature:	Process Date:

Section II: Withdrawal from Legislative Leave Pool		
Hours Requested for LLP Withdrawal:	LLP Start Date:	LLP End Date:
Name of Association:	<input type="checkbox"/> Association Consent Attached	
Approval of this request is not guaranteed and is subject to the availability of hours within the leave pool.		
Employee Signature:		Date:

FOR HUMAN RESOURCES SPECIALIST USE ONLY		
<input type="checkbox"/> The employee is a correctional officer (CO).	<input type="checkbox"/> AFSCME	<input type="checkbox"/> TPEA <input type="checkbox"/> Other:
<input type="checkbox"/> Withdrawal does not exceed 80 hours/160-hour work cycle.	<input type="checkbox"/> Withdrawal does not exceed 480 hours/fiscal year.	
HR Specialist Printed Name:	Signature:	Validation Date:

FOR LEGISLATIVE LEAVE POOL ADMINISTRATOR USE ONLY		
<input type="checkbox"/> Employee is approved for _____ hours, bringing the total approved hours for the fiscal year to _____ hours, based on eligibility.		
<input type="checkbox"/> Employee request is denied. Reason: _____		
LLP Administrator Printed Name:	Signature:	Process Date: