



31.03.03.D0.02 Leave of Absence with Pay

Approved: February 6, 2014

Revised: April 25, 2017

Next Scheduled Review: April 25, 2020

Procedure Statement

Supplements System Regulation *31.01.01 Compensation Administration*, System Policy *33.03 Leaves of Absence* and System Regulation *33.03.03 Leave With Pay*.

Reason for Procedure

This procedure establishes university guidelines for the administration of paid leave.

Procedures and Responsibilities

1. DELEGATION OF AUTHORITY

- 1.1 The President of Texas A&M University-Central Texas (A&M-Central Texas) is responsible for determining leaves of absence with pay during unsafe working or travel conditions, emergency evacuations, early releases or when office closures are required for unforeseen circumstances.
- 1.2 The President delegates the authority for individual leaves of absence with pay for the death of a family member, for extraordinary circumstances or for situations detailed in System Regulation 31.03.03 *Leave of Absence With Pay* (See Appendix) to the respective Vice Presidents and College Deans. The respective Vice President and College Deans may further delegate the authority for leave of absence with pay for up to five (5) days only for the death of a family member and for jury duty to department/administrative heads who report directly to them.

2. ELIGIBILITY AND DOCUMENTATION

- 2.1 The President of A&M-Central Texas, or his designee, may approve, under certain circumstances, emergency leaves of absence with pay for regular employees.

- 2.2 A regular employee (see definitions) is eligible for leaves of absences with pay. The leaves of absence with pay described in this rule will not be charged against an employee's vacation, sick leave, or compensatory time accruals.
- 2.3 Department and administrative heads will establish notification procedures for emergency conditions and identify those employees who may be required to work during unsafe working or travel conditions, evacuation orders or office closures. Employees required to work during emergency conditions will be granted compensatory time off.
- 2.4 If compensatory time is granted for an emergency leave in cases other than the death of a family member, that time must be used within one year of the leave. Those cases are covered in System Regulation *31.03.03 Leave of Absence with Pay*.
- 2.5 A record of any leave taken as other paid leave is required and must be documented in LeaveTraq before or within three business days from the leave of absence date.
- 2.6 Early Release and University Closures
- 2.6.1 When the President authorizes an early release from work or university closure, employees will only get the hours of the early release or university closure that cover their assigned work schedule. For example, if the President authorizes an early release at noon then those employees whose assigned work schedule is from 7 a.m. - 2:30 p.m. will only receive those hours of early release from 12 p.m. - 2:30 p.m.
- 2.6.2 Employees who have an approved leave request for paid time off that covers the period of time of the early release or university closure will not be credited the number of hours according to the early release or university closure back to their leave balances.

3. DEATH OF A FAMILY MEMBER

- 3.1 Depending on the circumstances (i.e. extended travel times), up to five days of emergency leave with pay for the death of a family member may be approved. Emergency leaves for more than five days must be approved by the respective Vice President or College Deans.
- 3.2 The individual leave granted is intended to provide for usual circumstances that occur due to the death of a family member. Additional time needed will normally be charged to accrued vacation, or if applicable, available compensatory time.
- 3.3 The individual emergency leave hours are not required to be consecutive but must be taken within 30 days from the date of death.

4. VOLUNTEER FIREFIGHTERS AND EMERGENCY MEDICAL SERVICES VOLUNTEERS

- 4.1 Employees must complete an Alternate Work Schedule or Location Form and submit it to the employee's immediate supervisor, who will forward it to the Office of Human Resources for review and approval. The Office of Human Resources will then forward it to the employee's respective Vice President for final approval and return to the Office of Human Resources.
- 4.2 An employee who is a volunteer firefighter or an emergency medical services volunteer who is actively involved in fighting a fire or responding to a medical emergency during working hours may be granted an emergency leave for this duty.
- 4.3 Employees are required to provide a written statement from the volunteer department Fire Chief responsible for responding to the emergency or responsible for the training within three working days of the completion of the event. The verification will be submitted to the employee's supervisor.

Related Statutes, Policies, or Requirements

System Regulation [*31.01.01 Compensation Administration*](#)

System Policy [*31.03 Leaves of Absence*](#)

System Regulation [*31.03.03 Leave of Absence with Pay*](#)

Definitions

Administrative/Department Heads – One who reports directly to the President, the Provost and Vice-President for Academic and Students Affairs or the Vice President for Finance and Administration, or the Vice President for Research and Economic Development.

Family Member - A family member is defined in System Regulation 31.03.03 as an employee's spouse, or the employee's or spouse's child, stepchild, parent, stepparent, brother, stepbrother, sister, stepsister, grandparent, step grandparent, great grandparent, step, great grandparent, grandchild, step grandchild, great grandchild or step great grandchild.

Regular Employee - One who is listed in the position identification database for 50 percent or more time for at least four and one-half months, excluding students employed in positions that require student status as a condition for employment.

Appendix

Leavetraq

Cases of Leave With Pay permitted by System Regulation 31.03.03 See Sections 3 – 11 and Section 13

- (a) Administrative Leave reward for outstanding performance
 - (b) Amateur Radio Operators
 - (c) American Red Cross Disaster Service Volunteers
 - (d) Assistance Dog Training for Employees with Disability
 - (e) Court Appointed Special Advocate Volunteers
 - (f) Foster Parents
 - (g) Jury Service or Jury Duty
 - (h) Organ, Bone Marrow, or Blood Donors
 - (i) Voting
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Contact Office

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