

31.03.03.D0.02

Leave of Absence with Pay



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Procedure Summary

Supplements System Regulation *31.01.01 Compensation Administration*, System Policy *31.03.03 Leaves of Absence Without Pay* and System Regulation *31.03.04 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.

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 - An employee in a budgeted position appointed for 50 percent or more time for a period of at least four and one-half months, excluding an employee in a position in which student status is a requirement for employment, is entitled to leaves of absence with pay.

Procedure

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* to the Provost and Vice President

for Academic and Student Affairs, and the Vice President for Finance and Administration and College Deans. The Provost and Vice President for Academic and Student Affairs, the Vice President for Finance and Administration 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 absence 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 Workday before or within three business days from the leave of absence date.
- 2.6 Emergency leave may not be used under any circumstances to replace worker's compensation income benefits.

3. EMERGENCY LEAVES

3.1 Early Release and University Closures

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.

- 3.2 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 unless authorized by the President.

4. DEATH OF A FAMILY MEMBER

- 4.1 An employee is entitled to five days of bereavement leave with pay because of the death of the 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 or step great grandchild. Bereavement leave for more than five days must be approved by the President or the responsible Vice President.

4.2 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.

4.3 The individual bereavement leave hours are not required to be consecutive but must be taken within six months from the date of death.

5. ADMINISTRATIVE LEAVE

The President may grant administrative leave to an employee as a reward for outstanding performance documented in an employee performance appraisal completed within the last 12 months. This includes using administrative leave as a reward in an employee reward program that includes the outstanding performance requirement. No more than 32 hours of administrative leave may be granted to an employee in a fiscal year.

6. AMATEUR RADIO OPERATORS

An employee who holds an amateur radio station license issued by the Federal Communications Commission may be granted up to 10 working days of leave each fiscal year to participate in specialized disaster relief services. The leave must be approved by the governor and authorized by the employee's supervisor. The Texas Division of Emergency Management coordinates the list of eligible employees.

7. ASSISTANCE DOG TRAINING FOR EMPLOYEES WITH A DISABILITY

An employee who is a person with a disability is entitled to a leave of absence for up to 10 working days each fiscal year to be trained in the use of an assistance dog.

8. COURT APPOINTED SPECIAL ADVOCATES VOLUNTEERS

An employee is entitled to a leave of absence for up to five hours each month to participate in mandatory training or perform volunteer services for Court Appointed Special Advocates.

9. FACULTY DEVELOPMENT LEAVE (See [System Regulation 12.99.01, Faculty Development Leave](#))

10. FOSTER PARENTS

An employee who is a foster parent to a child under the conservatorship of the Department of Protective and Regulatory Services is entitled to a leave of absence to attend Department of Protective and Regulatory Services meetings or school district admission, review and dismissal meetings regarding the foster child.

11. INVESTIGATION

Emergency Leave may be granted to an employee who is the subject of an investigation being conducted by the member, or a victim of, or witness to, an act or event that is the subject of an investigation being conducted by the member. Leave granted in excess of 168 hours must be reported to the State Auditor's Office each fiscal quarter.

12. JURY SERVICE

An employee is entitled to a leave of absence for jury services. An employee is not required to account to the system for any fee or compensation received for the jury service. An employee is required to provide the Office of Human Resources with a copy of the jury summons and if selected to serve on a jury, a note from the court that provides the dates when their jury service began and when they were released.

13. MEDICAL AND MENTAL HEALTH CARE FOR CERTAIN VETERANS

A veteran who served in the Army, Navy, Air Force, Coast Guard, or Marine Corps of the United States as defined by Government Code 434.023 (a) or the Texas National Guard as defined by 431.001, and eligible for health benefits under a program administered by the Veterans Health Administration of the United States Department of Veterans Affairs, may be granted leave without a deduction in salary or loss of vacation time, sick leave, earned overtime credit, or state compensatory time to obtain medical or mental health care administered by the Veterans Health Administration of the United States Department of Veterans Affairs, including physical rehabilitation. Leave granted may not exceed 15 working days each fiscal year.

14. MENTAL HEALTH LEAVE FOR PEACE OFFICERS

A peace officer who experiences a traumatic event in the scope of that employment may request the use of mental health leave. The mental health leave needed must be verified and treated as if it were a confidential medical record to assure a level of anonymity for the peace officer. Leave granted may not exceed 15 working days each fiscal year unless approved by the member CEO.

15. ORGAN, BONE MARROW OR BLOOD DONORS

15.1 An employee is entitled to a leave of absence up to five working days each fiscal year to serve as a bone marrow donor or up to 30 working days each fiscal year to serve as an organ donor.

15.2 An employee is entitled to sufficient time off to donate blood up to four times each fiscal year. The employee must obtain approval from the employee's supervisor before taking time off and, upon returning to work, must provide proof of blood donation.

16. VOLUNTEER FIREFIGHTERS AND EMERGENCY MEDICAL SERVICES VOLUNTEERS

- 16.1 An employee who is a volunteer firefighter or an emergency medical services volunteer is entitled to a leave of absence up to five working days each fiscal year to attend fire service or emergency medical services training conducted by state agencies or institutions of higher education.
- 16.2 An employee who is actively involved in fighting a fire or responding to a medical emergency during work hours may be granted emergency leave for this duty.
- 16.3 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.

17. VOTING

An employee is allowed sufficient time off to vote in national, state and local elections. The employee must notify and obtain approval from the employee's supervisor before taking time off to vote.

Related Statutes, Policies, or Requirements

System Policy [31.03 Leaves of Absence](#)

System Regulation [31.01.01 Compensation Administration](#)

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

System Regulation [12.99.01 Faculty Development Leave](#)

Contact Office

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