

**TEXAS A&M UNIVERSITY-KINGSVILLE
UNIVERSITY PROCEDURE**

31.03.03.K0.01 Leave of Absence With Pay
Supplements System Regulation 31.03.03

1. GENERAL

Several types of approved leaves of absence with pay are authorized for regular employees of the University. For purposes of this rule, a regular employee is 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.

Wage employees, part-time workers and student employees are excluded from this provision. Leaves of absence provided by this Procedure are in addition to other leaves to which the employee is entitled.

2. EMERGENCY LEAVE OF ABSENCE

All regular employees of Texas A&M University-Kingsville are entitled to emergency leave of absence with pay on an emergency basis or for situations not falling within usual paid leave procedures. (See System Regulation 31.03.03 for additional information.)

2.1 (3) days Emergency leave with pay will be granted upon request for the death of the employee's spouse, or the employee's or spouse's child, parent, brother, sister, grandparent, or grandchild.

2.2 The TAMUK President or designee may approve up to five (5) working days of emergency leave with pay for the death of an employee's family member, as noted in Section 2.1, if travel outside of Texas is necessary.

2.3 Any additional period of absence greater than that approved under section 2.1 or 2.2 must be entered into Leave Traq as vacation or other authorized leave and approved by the appropriate manager as normal.

2.4 Emergency leave of absence for unsafe working or travel conditions will be approved by the President or Vice President of the affected area (unsafe working conditions only). When an office or work site must be closed because of hazardous conditions or unsafe travel conditions for employees:

2.4.1 Emergency leave will be granted to regular employees who do not work because an emergency has been declared.

2.4.2 Regular employees who are required to work during the emergency may be granted administrative leave per TAMUS Regulation 31.03.03 paragraph 8, in addition to being paid for the hours worked.

2.5 The President, upon recommendation by the TAMUK Crisis Management Team, may issue an evacuation order. Emergency service personnel who are required to work may be granted administrative leave per TAMUS Regulation 31.03.03 paragraph 8.

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- 2.5.1 Employees with scheduled Vacation and/or Sick Leave at the time that an emergency evacuation is declared will have their leave restored.

3. ADMINISTRATIVE LEAVE

Administrative leave with pay may be granted by the President as a reward for outstanding performance as documented by an employee performance appraisal. In no event will the aggregate amount of administrative leave granted exceed 32 hours during any fiscal year.

- 3.1 The department must complete the Administrative Leave Application Form with all required signatures and forward to the President. If approved, the President's Office will forward to the Payroll Office for processing the granted administrative leave in Leave Traq.
- 3.2 Administrative leave must be taken within 12 months of the award and cannot be transferred or paid out if the employee transfers or terminates employment. Administrative leave will not be paid to the estate of a deceased employee.
- 3.3 Supervisors must ensure they are in accordance with TAMUS Regulation 31.03.03 paragraph 8 by documenting in the employee's performance appraisal the reward received for outstanding performance. The Payroll Office will provide a copy of the Administrative Leave Application Form to the Human Resources Office for inclusion in the employee's official record.

4. JURY SERVICE

Employees will be granted a leave of absence with pay for jury service. Employees are required to enter this time off into the Leave Traq program and provide the Leave Traq Administrator with a copy of the jury notice that states the dates and times of service. Time off is limited to the time necessary to perform this duty plus appropriate travel time.

OFFICE OF RESPONSIBILITY: Payroll Department

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Administrative Leave Application Form

Instructions: This form is used by the departments to request approval of Administrative Leave to recognize eligible employees for outstanding accomplishments or performance. System Regulation 31.99.02, and Standard Administrative Procedure 31.03.03.K0.01.

Supervisor/Manager initiating request (Please print)		Date	
Department		Number of Hours Requested	
Name of Employee(s) recommended for Administrative Leave with Pay			
Description of performance warranting Administrative Leave with Pay			
I respectfully recommend the employee(s) above for the award of Administrative Leave with Pay and have verified eligibility and proper procedures for such leave as provided in Standard Administrative Procedure 31.03.03.K0.01			
Supervisor/Manager (signature)		Date	
		<input type="checkbox"/> Approved	
Department Head/Director (please print)	Department Head/Director (signature)	Date	<input type="checkbox"/> Not Approved
		<input type="checkbox"/> Approved	
Dean or VP (please print)	Dean or VP (signature)	Date	<input type="checkbox"/> Not Approved
		<input type="checkbox"/> Approved	
President (please print)	President (signature)	Date	<input type="checkbox"/> Not Approved
Payroll, Leave Traq Administrator (signature acknowledges entry made in Leave Traq and original sent to HRO)		Date	