

31.03.03.K0.01 Leaves of Absence With Pay

Approved: June 2011
Revised: November 25, 2014
Next Scheduled Review: November 25, 2019



Procedure Statement

Texas A&M University-Kingsville provides leave with pay to eligible employees in accordance with state law and system regulation.

Reason for Procedure

This rule is required by System Regulation *31.03.03, Leave of Absence With Pay*.

Procedures and Responsibilities

1. GENERAL

1.1 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 employees, and student employees are excluded from this provision. Leaves of absence provided by the rule are in addition to other leaves to which the employee is entitled.

1.2 The leaves described below will not be charged against an employee's vacation, sick leave or compensatory time accruals, but a record of any leave taken as other paid leave is required. The university may require an employee to provide documentation for certain external service / obligation absences.

1.3 Emergency leave may not be used under any circumstances to replace worker's compensation income benefits.

2. EMERGENCY LEAVES

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, as described in System Regulation 31.03.03.

- 2.1 Emergency leave with pay (up to five (5) working days) will be granted upon request for 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, grandchild, step grandchild, great grandchild, or step grandchild.
- 2.2 Any additional period of absence greater than that approved under section 2.1 must be entered into LeaveTraq as vacation or other authorized leave and approved by the appropriate manager as normal.
- 2.3 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:
 - 2.3.1 Emergency leave will be granted to regular employees who do not work because an emergency has been declared.
 - 2.3.2 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.
- 2.4 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.
 - 2.4.1 Employees with scheduled Vacation and/or Sick Leave at the time that an emergency evacuation is declared will have their leave restored.
- 2.5 The President or designee is authorized to grant emergency leave for other reasons determined to be for good cause. An employee may request emergency leave for a reason not listed in this rule if the employee provides good cause for the leave and has exhausted all accumulated vacation and compensatory time.

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 Human Resources Office for processing the granted administrative leave in LeaveTraq.
- 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 Human Resources Office will include a copy of the Administrative Leave Application Form in the employee's official record.3.1

4. AMATEUR RADIO OPERATORS

An employee who holds an amateur radio station license issued by the Federal Communications Commission may be granted up to 10 days of leave each fiscal year to participate in specialized disaster relief services. The Texas Division of Emergency Management will coordinate the list of eligible employees.

5. AMERICAN RED CROSS DISASTER SERVICE VOLUNTEERS

An employee who is a certified disaster service volunteer of the American Red Cross or who is in training to become a volunteer may be granted up to 10 days of leave each fiscal year to participate in specialized disaster relief services. The leave must be requested by the Red Cross, approved by the governor and authorized by the employee's supervisor. The Texas Division of Emergency Management will coordinate the list of eligible employees.

6. 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.

7. COURT APPOINTED SPECIAL ADVOCATES VOLUNTEERS

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

8. 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.

9. 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 LeaveTraq program and provide the LeaveTraq 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.

10. ORGAN, BONE MARROW OR BLOOD DONORS

10.1 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.

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

11. VOLUNTEER FIREFIGHTERS AND EMERGENCY MEDICAL SERVICES VOLUNTEERS

11.1 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.

11.2 The President or designee may grant leave to allow volunteer firefighters or emergency medical services volunteers to respond to emergency fire or medical situations. Employees are required to enter this time off into the LeaveTraq program and provide the LeaveTraq Administrator with a copy of the 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.

12. VOTING

An employee will be allowed sufficient time off to vote in national, state and local elections.

Related Statutes, Policies, or Requirements

[Texas Gov't. Code Ch. 661 Subch. Z](#)

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

Contact Office

Human Resources Office
(361) 593-3705