

**1. Title**

Emergency and Funeral Leave

**2. Policy**

Sec. 1 Policy Statement. Employees of The University of Texas System Administration who are appointed at least 20 hours per week for a period of at least four and one-half months and who are not in a position that requires student status as a condition of employment will be granted emergency leave for a death in the employee's family or for other reasons determined to be for good cause with the required approval.

Sec. 2 Purpose. The purpose of the policy is to provide for the administration of emergency/funeral leave.

Sec. 3 Military Leave.

3.1 An employee called to State active duty as a member of the State military forces by the Governor because of an emergency is entitled to paid emergency leave for the time during which the employee is on active duty. This time is not limited and does not count against the employee's military leave or vacation leave.

3.2 An employee on unpaid military leave while called to active duty in support of a national emergency or Homeland Security mission will be granted sufficient emergency leave to provide a pay differential if the employee's military pay is less than the employee's State gross pay. For the purpose of differential pay, military pay does not include money the employee receives for service in a combat zone, as hardship pay, or for being separated from the employee's family. The combination of emergency leave and military pay may not exceed the employee's actual State gross pay.

Sec. 4 Funeral Leave.

4.1 Emergency leave for a death in an employee's family may be approved by the department head for a period not to exceed 24 work hours. Hours used for this purpose are not required to be consecutive.

4.2 The Director of Employee Services may approve emergency leave for extenuating circumstances related to death.

- Sec. 5 Other Emergency Leave. The Chancellor or his designee, i.e., the Associate Vice Chancellor for Employee Benefits and Services, upon recommendation of the Office of Employee Services, will make a determination on other reasons for emergency leave, such as official closings or when an employee shows good cause for such leave.
- Sec. 6 Time Recording. An employee taking emergency leave should record the leave on the electronic leave request form and on the Electronic Timekeeping System weekly timesheet as "Emergency Lv-incl Funeral" and provide an explanation in the Notes section.

**3. Definitions**

Employee's Family - an employee's family is defined for these purposes as the employee's spouse, or the parent, stepparent, brother, sister, grandparent, grandchild, or child of the employee or the employee's spouse.

**4. Relevant Federal and State Statutes**

[Texas Government Code Sections 661.901-.902](#)

[Texas Government Code Section 661.9041](#)

[Texas Government Code Section 431.0825](#)

[State Auditor's Office Leave Interpretation 98-06](#)

**5. Relevant System Policies, Procedures, and Forms**

[INT105, Military Leave](#)

**6. Who Should Know**

All Employees of U. T. System Administration

**7. System Administration Office(s) Responsible for Policy**

Office of Employee Services

**8. Dates Approved or Amended**

February 1, 2006

January 21, 2010

July 21, 2011

**9. Contact Information**

Questions or comments about this policy should be directed to:

- [bor@utsystem.edu](mailto:bor@utsystem.edu)