

1. Title

Other Leave

2. Policy

- Sec. 1 Purpose. The purpose of this policy is to provide for the administration of other types of leave authorized by the *Texas Government Code*, as described in this policy.
- Sec. 2 Eligibility. 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 may be eligible for the types of leave outlined in this policy.
- Sec. 3 Volunteer Firefighter and Emergency Medical Services Volunteer Leave. An employee who is a volunteer firefighter or an emergency medical services volunteer is entitled to a leave of absence without a deduction in salary to attend fire service or emergency medical services training conducted by a State agency or institution of higher education. Leave without a deduction in salary under this section may not exceed five working days in a fiscal year.
- Sec. 4 Foster Parent Leave. An employee who is a foster parent to a child under the conservatorship of the Texas Department of Family and Protective Services (DFPS) is entitled to a paid leave of absence for the purpose of attending meetings held by DFPS regarding the foster child or attending admission, review, and dismissal meetings held by a school district regarding the foster child.
- Sec. 5 Parent-Teacher Conference Leave. An employee may use up to eight hours of sick leave each fiscal year to attend parent-teacher conference sessions for the employee's children who are in prekindergarten through 12th grade.
- Sec. 6 American Red Cross Disaster Service Volunteer Leave. 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 paid leave up to 10 days each fiscal year to participate in specialized disaster relief services for the American Red Cross. The employee must have approval from his/her supervisor, in addition to a formal request to volunteer from the American Red Cross and approval from the Governor. If the above conditions are met, the employee will not lose pay or applicable accrued paid leave during the leave.

- Sec. 7 Assistance Dog Training Leave for Employees with a Disability. An employee with a disability is entitled to paid leave for the purpose of attending a training program to acquaint the employee with an assistance dog to be used by the employee for the employee's disabling medical condition. Leave under this section may not exceed 10 working days in a fiscal year. A "person with a disability" is one who has a mental or physical disability, including mental retardation, hearing impairment, deafness, speech impairment, visual impairment, or any health impairment that requires special ambulatory devices or services. The training program must be recognized for specifically training disabled individuals to work with an assistance dog for their disabling medical condition.
- Sec. 8 Leave for Donation of Blood. An employee may take sufficient time off without a deduction in salary or accrued leave to donate blood, provided the employee obtains approval from his/her supervisor before taking time off. Upon returning to work, the employee must provide documentation to the supervisor that the employee donated blood during the time off. If an employee fails to provide such documentation, the supervisor will require the employee to use applicable accrued paid leave, or be placed on leave without pay if the employee chooses not to use his or her applicable accrued paid leave. An employee may receive time off for this purpose no more than four times in a fiscal year.
- Sec. 9 Leave for Bone Marrow or Organ Donation. An employee is entitled to a leave of absence without a deduction in salary for the time needed to serve as a bone marrow or organ donor. Leave without a deduction in salary under this section may not exceed five working days in a fiscal year to serve as a bone marrow donor or 30 working days in a fiscal year to serve as an organ donor.
- Sec. 10 Court Appointed Special Advocates Volunteer Leave. An employee may be granted a leave of absence without a deduction in salary or accrued leave to participate in mandatory training or perform volunteer services for Court Appointed Special Advocates. Leave without a deduction in salary or accrued leave under this section may not exceed five hours each month.
- Sec. 11 Legislative Leave for Peace Officers.
- 11.1 An employee who serves as a peace officer for U. T. System Administration is entitled to leave to serve in, appear before, or petition a governmental body during a legislative session. To be eligible, the employee must submit a written application on or before the 30th day before the employee intends to begin

his/her leave. The application must state the length of the requested leave and the employee's willingness to reimburse U. T. System Administration for any wages or other costs U. T. System Administration will incur as a result of the leave. U. T. System Administration will require reimbursement of all costs associated with legislative leave an employee is granted.

- 11.2 U. T. System Administration will notify the employee in writing within 30 days after receiving the application of the actual amount of money required to offset the costs it will incur associated with the legislative leave. U. T. System Administration will require the employee to submit reimbursement before approving the leave. The employee must submit a sworn statement identifying the source of the money provided for reimbursement.
- 11.3 U. T. System Administration will grant leave under this section to an employee who complies with application submittal and payment of associated costs except in an emergency or if granting leave will result in an insufficient number of employees to conduct normal business needs. If granting leave results in an insufficient number of employees, another employee who serves as a peace officer of equal rank may volunteer to exchange work time, as long as overtime is not incurred. If the above conditions are met, the employee may take leave under this section without a break in service or deduction of applicable accrued paid leave.
- 11.4 Leave under this section to attend a session of the Congress of the United States may not exceed 30% of the employee's total annual working days during the year in which leave is granted. Leave under this section to attend a legislative session in the State of Texas may not exceed the length of the legislative session.

Sec. 12 Administrative Leave with Pay for Outstanding Performance.

- 12.1 The Chancellor is granted authority by State statute to approve and grant administrative leave with pay to an employee as a reward for documented outstanding performance. Recommendations for and approval of Administrative Leave for Outstanding Performance (ALOP) are discretionary.
- 12.2 The total amount granted to an employee may not exceed 32 hours per fiscal year. ALOP must be used in the current fiscal year with the supervisor's approval. Earned ALOP not

used within that time will be lost. Employees may not be paid for earned and unused ALOP. ALOP cannot be used to remain on the payroll after the last day worked.

Sec. 13 Procedures.

- 13.1 An employee using leave in any category listed in this policy must, when possible, request time off in advance from the supervisor using a leave request form or email and provide the supervisor adequate documentation to support the leave request in advance of taking the time off. When prior documentation is not possible, documentation supporting the employee's leave must be provided to the supervisor upon the employee's return to work.
- 13.2 An employee requesting legislative leave will submit the required written application on or before the 30th day before the employee intends to begin leave.

U. T. System Administration will notify the employee in writing within 30 days after receiving the application of the actual amount of money required to offset the costs it will incur associated with the legislative leave.

The employee will submit reimbursement before legislative leave is approved and will submit a sworn statement identifying the source of the money.

U. T. System Administration will grant legislative leave except in an emergency or if granting leave will result in an insufficient number of employees to conduct normal business needs.

- 13.3 In cases of ALOP, the Office of Employee Services will enter the leave granted into DEFINE for the Electronic Timekeeping System (ETS) as "Exemplary Service" leave.

An employee using ALOP should record the leave on the electronic leave request form and on the ETS weekly timesheet as "Exemplary Service" and provide an explanation in the Notes section, e.g., "Administrative Leave for Outstanding Performance awarded under U. T. System Administration's Chancellor's Award Program."

- 13.4 An employee taking leave for a parent-teacher conference should record the leave on the electronic leave request form and on the ETS weekly timesheet as "sick leave" and provide an

explanation in the Notes section that the purpose of the leave was to attend a parent-teacher conference.

- 13.5 For all other leave categories included in this policy, the employee should record the leave on the electronic leave request form and on the ETS weekly timesheet as "Other-explain in notes" and provide an explanation in the Notes section.

3. Definitions

Emergency Medical Services - services used to respond to an individual's perceived need for immediate medical care and to prevent death or aggravation of physiological or psychological illness or injury.

Emergency Medical Services Volunteer - emergency medical services personnel who provide emergency prehospital care without remuneration, except reimbursement for expenses.

Peace Officer - an employee commissioned to serve as a peace officer under Article 2.12, *Code of Criminal Procedure* and Section 51.203, *Texas Education Code*.

4. Relevant Federal and State Statutes

[Texas Government Code Sections 661.206, 661.905-907, 661.910-911, 661.916-917, and 661.921](#)

[Texas Government Code Sections 614.001-010](#)

[Texas Human Resources Code Section 121.002\(4\)](#)

5. Relevant System Policies, Procedures, and Forms

[Board of Regents' Rules and Regulations, Rule 30201](#)

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

June 7, 2011
August 23, 2011

9. Contact Information

Questions or comments about this policy should be directed to:

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