



UT System Administration Policy Library -- Policy INT118  
**Emergency and Funeral Leave**

Responsible Officer: Associate Vice Chancellor for Employee Benefits and Services

Sponsoring Office: Office of Employee Services

Effective Date: February 1, 2006

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Errors or changes to: [policyoffice@utsystem.edu](mailto:policyoffice@utsystem.edu)

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## **POLICY STATEMENT**

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An employee of The University of Texas System who is appointed to work at least twenty hours per week for a period of four and one-half months or more in a position that does not require 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.

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## **RATIONALE**

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The purpose of this policy is to provide for the administration of emergency and funeral leave.

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## **SCOPE**

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All offices of UT System Administration

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## **WEBSITE ADDRESS FOR THIS POLICY**

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<http://www.utsystem.edu/policy/policies/int118.html>

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## **RELATED STATUTES, POLICIES, REQUIREMENTS OR STANDARDS**

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UT System Administration Policies & Standards	Other Statutes, Policies & Standards
	<ul style="list-style-type: none"><li>• <a href="#">Texas Government Code, § 661.901-.902</a></li><li>• <a href="#">Texas Government Code, § 661.9041</a></li><li>• <a href="#">Texas Government Code, § 431.0825</a></li><li>• <a href="#">State Auditor's Office Leave</a></li></ul>

	<a href="#">Interpretation Letter 98-06</a>
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## CONTACTS

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If you have any questions about UT System Administration Policy INT 118, *Emergency and Funeral Leave*, contact the following offices:

Subject	Office Name	Telephone Number	Email/URL
Human Resources/ Employee Benefits	Office of Employee Services	512-499-4587	<a href="mailto:esc@utsystem.edu">esc@utsystem.edu</a>

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## DEFINITIONS

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### 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.

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## RESPONSIBILITIES

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### Department Head

- Approves emergency leave for up to twenty-four work hours due to the death of an employee's family member.

### Director of the Office of Employee Services

- Approves emergency leave for extenuating circumstances related to death.

### Chancellor or his designee, i.e., the Vice Chancellor for Administration or the Associate Vice Chancellor for Employee Benefits and Services

- Determines other reasons for emergency leave when the employee shows good cause for such leave.

## **Employee**

- Notifies the supervisor immediately when time off is needed for emergency leave.

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# **PROCEDURES**

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## **1. Policy**

An employee may be granted emergency leave for other reasons determined to be for good cause, with the required approval.

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 in which that employee is on active duty. This time is not limited and does not count against military leave or annual leave.

An employee on unpaid military leave will be granted sufficient emergency leave as differential pay if the employee's military pay is less than the employee's state gross pay. The combination of emergency leave and military pay may not exceed the employee's actual state gross pay.

### **2.1 Funeral Leave**

Leave granted for a death in the employee's family may be approved by the department head for a period not to exceed twenty-four work hours. Hours used for this purpose are not required to be consecutive.

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

### **2.2 Other Emergency Leave**

The Chancellor or his designee, i.e., the Vice Chancellor for Administration or 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 when the employee shows good cause for such leave.

**2.3** The employee must notify the supervisor immediately when time off is needed for emergency leave.

**2.4** Emergency differential pay to an employee on unpaid military leave 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.

**2.5** Emergency Leave should be designated on the Time Report or Leave Request form as “Emergency Lv-incl Funeral” with a descriptive statement given in the Notes section.

In all cases, the reason for the emergency leave must be fully documented.

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## **FORMS AND TOOLS / ONLINE PROCESSES**

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None

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## **APPENDIX**

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None

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Keywords: leave, funeral leave, funeral, emergency leave, time off, absence, HR, human resources, bereavement

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