



UT System Administration Policy Library – Policy INT128
Other Leave

Responsible Officer: Associate Vice Chancellor for Employee Benefits and Services
Sponsoring Office: Office of Employee Services
Effective Date: February 1, 2006
Last Reviewed: October 29, 2009
Next Scheduled Review: October 29, 2009
Errors or changes to: policyoffice@utsystem.edu

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POLICY STATEMENT

Employees who work at least 20 hours per week for a period of at least four and one half months who are not employed in a position for which the employee is required to be a student as a condition of employment may be eligible for the types of leave outlined in the Procedures section of this policy.

RATIONALE

This policy provides for the administration of other types of leave authorized by the *Texas Government Code*, as described in this policy.

SCOPE

All Offices of UT System Administration

WEBSITE ADDRESS FOR THIS POLICY

<http://www.utsystem.edu/policy/policies/int128.html>

RELATED STATUTES, POLICIES, REQUIREMENTS OR STANDARDS

| UT System Administration Policies & Standards | Other Statutes, Policies & Standards |
|---|--|
| | Texas Government Code, §§ 661.206, 661.905-907, §§ 661.910-911, §§ 661.916-917 |

CONTACTS

If you have any questions about UT System Administration Policy INT 128, *Other Leave*, contact the following offices:

| Subject | Office Name | Telephone Number | Email/URL |
|---------------------------------------|-----------------------------|-------------------------|--|
| Human Resources/ Employee Benefits | Office of Employee Services | 512-499-4587 | esc@utsystem.edu |

DEFINITIONS

RESPONSIBILITIES

Employee

- Provides adequate documentation to support the leave request in advance of taking leave.
- Designates leave on the electronic leave request form and on the Electronic Time System (ETS) weekly Time Report.
- Indicates Administrative Leave with Pay for Outstanding Performance (ALOP) as “Exemplary Service” and provides an explanation in the Details section.
- Indicates time absent for a foster parent-teacher conference as “sick leave” and provides an explanation in the Details section.
- Indicates all other leave time as “Other-explain” and provides an explanation in the Details section.

Department Head

- Ensures that procedures for each type of “Other” leave are followed by the employee and supervisor.

The Chancellor or the Vice Chancellor for Administration

- Approves or denies the recommendation.

PROCEDURES

1.1 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 subsection may not exceed five working days in a fiscal year. A state agency or institution of higher education may grant leave without a deduction in salary to a volunteer firefighter or an emergency medical services volunteer for the purpose of allowing the firefighter or emergency medical services volunteer to respond to emergency fire or medical situations.

1.2 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 leave with pay for the purpose of attending meetings held by DFPS regarding the child or an admission, review, and dismissal meeting held by the school district regarding the child.

1.3 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 pre-kindergarten through twelfth grade.

1.4 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 leave up to ten days each fiscal year to participate in specialized disaster relief services for the American Red Cross. The employee must have authorization from the supervisor in addition to a request to volunteer from the American Red Cross and the approval of the governor. If the above conditions are met, the employee will not lose pay or paid leave during the leave.

1.5 Assistance Dog Training Leave for Employees with a Disability

An employee with a disability is entitled to leave with pay 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 may not exceed ten 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. A training program must be recognized for providing specific focus on training disabled individuals to work with an assistance dog for his or her disabling medical condition.

1.6 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 supervisor has approved the employee's request for time off. Upon return to work, the employee must provide documentation that the employee donated blood during the period of absence. If an employee fails to provide such documentation, the supervisor will require the employee to use annual leave, or be placed on leave without pay if the employee does not have accrued annual leave. An employee may receive time off for this purpose no more than four times in a fiscal year.

1.7 Administrative Leave with Pay for Outstanding Performance (ALOP)

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. The Chancellor has delegated this authority to the Vice Chancellor for Administration. Recommendations for and approval of ALOP are discretionary.

The total amount granted to an employee may not exceed thirty-two 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.

Procedures

2.1 An employee using leave in any of the categories listed in this policy must, whenever possible, provide the supervisor adequate documentation to support the leave request in advance of taking leave. When prior documentation is not possible, documentation regarding the employee's leave in this category must be provided to the supervisor upon the employee's return to work.

2.2 A recommendation for Administrative Leave for Outstanding Performance for an employee is to be made by the employee's department head and forwarded to the Office of Employee Services.

After review as to the appropriateness of the leave, the Office of Employee Services will forward its recommendation to the Vice Chancellor for Administration.

The Chancellor or the Vice Chancellor for Administration may approve or deny the recommendation.

Leave granted will be entered in DEFINE for the Electronic Time System (ETS) as "Exemplary Service" leave by the Office of Employee Services.

An employee using leave under this policy should designate the leave on the electronic leave request form and on the Electronic Time System (ETS) weekly Time Report as follows:

On the electronic leave request form, the employee should code the time absent as “Other-explain” and enter in the Details section the reason the leave was granted, e.g., “Administrative Leave for Outstanding Performance awarded under U.T. System Administration’s Chancellor’s Award Program.”

On the ETS Time Report, the employee should code the time absent as “Exemplary Service” and enter in the Notes section the reason the leave was granted, e.g., “Administrative Leave for Outstanding Performance awarded under U. T. System Administration’s Chancellor’s Award Program.”

2.3 An employee taking leave for a foster parent-teacher conference should code the time absent as “sick leave” and indicate in the Details section of the electronic leave request form and in the Notes section on the ETS weekly time report that the purpose of the leave was to attend a foster parent-teacher conference.

2.4 For all other leave categories included in this policy, the employee should code the time absent as “Other-explain” and provide an explanation in the Details section of the electronic leave request form and in the Notes section on the ETS weekly time report.

FORMS AND TOOLS / ONLINE PROCESSES

None

APPENDIX

None

Keywords: leave, alop, foster parent leave, volunteer firefighter, EMS, parent teacher conference, red cross, donate blood, blood, donation, assistance dog training, parent, parental leave, time off, absence, HR, human resources
