1. Title

Emergency and Funeral Leave

2. Policy

Sec. 1 Policy Statement. The University of Texas System Administration will comply with the emergency and funeral leave provisions established by the State of Texas.

Sec. 2 Purpose. To provide administration of emergency and funeral leave.

Sec. 3 Eligibility. Employees of U. T. 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

Sec. 4 Military Leave.

4.1 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.

4.2 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. 5 Funeral Leave.

5.1 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.

5.2 The Director of Employee Services may approve emergency leave for extenuating circumstances related to death.
Sec. 6  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. 7  Time Recording. An employee taking emergency leave should submit a leave request form to the supervisor. Time recorded in the Electronic Timekeeping System should reflect “Emergency Leave” as the leave type along with 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 and 661.902, Leave Applicabilty and Emergency Leave

Texas Government Code Section 661.9041, Leave, Differential Pay

State Auditor’s Office Leave Interpretation 98-06

5. Relevant System Policies, Procedures, and Forms

INT105, Military Leave

6. System Administration Office(s) Responsible for Policy

Office of Employee Services

7. Dates Approved or Amended

February 1, 2006
January 21, 2010
July 21, 2011
July 15, 2013
8. Contact Information

Questions or comments about this policy should be directed to:

- bor@utsystem.edu