

# UNIVERSITY RULE

## **31.03.03.M1 Leave of Absence With Pay**

*Approved May 6, 1997*

*Revised July 29, 2003*

*Supplements [System Policy 31.03](#)*

### 1. GENERAL

Several types of approved leave of absence with pay are authorized for regular employees of the University. For purposes of this rule a regular employee is defined as one who is budgeted by name for fifty percent time or more for at least four and one half months or a semester of more than four months. An employee who transfers to wages prior to termination to train a replacement is entitled to any applicable leave of absence. Leaves of absence provided by this Rule are in addition to other leaves to which the employee is entitled.

### 2. EMERGENCY LEAVE OF ABSENCE

All regular employees of Texas A&M University are entitled to emergency leave of absence with pay under conditions described. (See [System Policy 31.03](#) for additional information.)

2.1 Emergency leave with pay will be granted upon request because of death of the employee's spouse, or the employee's or spouse's child, parent, brother, sister, grandparent or grandchild.

2.2 A department head or designee may approve up to five (5) working days of emergency leave with pay for the death of an employee's family member as noted in Section 2.1. The approval of the appropriate Vice President, or designee, is required for emergency leave with pay due to death of a family member when such leave exceeds five working days.

2.3 Emergency leave of absence for unsafe working or travel conditions will be approved by the Vice President for Facilities. When an office or work site must closed because of hazardous conditions or unsafe travel conditions for employees:

2.3.1 Emergency leave will be granted to regular employees who do not work because an emergency has been declared. Wage employees and student workers are excluded from this provision.

2.3.2 Non-exempt regular employees who are required to work during the emergency will be granted equivalent compensatory time in addition to being paid for the hours worked.

2.3.3 Employees who are on approved sick leave or vacation leave when an emergency is declared, will not have the leave changed to emergency leave.

### 3. ABSENCE TO ATTEND CONFERENCES AND PROFESSIONAL MEETINGS

- 3.1 Permission will be granted to Texas A&M University faculty members and staff to attend conferences and professional meetings when such attendance will enhance the prestige of the University, contribute to the individual's professional development, or advance knowledge within the professional field. Absences from work to attend conferences or professional meetings are considered leaves of absence, but rather part of an employee's regular work activities.
  - 3.2 Request to attend conferences or professional meetings will be submitted to the department head for approval.
4. LEAVE OF ABSENCE FOR VOLUNTEER FIREFIGHTERS
  - 4.1 Leave of absence with full pay will be granted to an employee who is a volunteer firefighter to attend training schools conducted by State Agencies, provided such leave does not exceed five (5) working days in any one fiscal year. The leave will not be charged against the employee's vacation or sick leave privileges.
  - 4.2 Emergency leave may be granted to a state employee who is a volunteer firefighter and is needed to be actively involved in fighting a fire during the employee's regular working hours. Verification of the fire fighting duty should be provided by a written statement from the Fire Chief of the volunteer fire department responsible for fighting the fire.
  - 4.3 Requests for such leave will be forwarded through the appropriate administrative channels to the department head or designee for approval. (See [System Policy 31.03](#), Leave of Absence for additional information.)
5. LEAVE OF ABSENCE FOR MILITARY TRAINING AND DUTY
  - 5.1 Employees who are members of the State Military Forces or reserve components of the Armed Forces are entitled to up to 15 working days of paid leave in any one per federal fiscal year, when they are engaged in authorized training or duty ordered or authorized by proper authorities. The leave will not be charged against the employee's vacation or sick leave privileges. See [University Rule 31.03.99.M4](#) and [System Policy 31.03](#), Leave of Absence, for additional information.
  - 5.2 An employee who is a member of the National Guard called to active duty by the governor because of a state of emergency is entitled to receive and will be granted emergency leave with pay. The employee will continue to earn vacation and sick leave while on active duty.
6. JURY SERVICE

No deduction will be made from the salary or wages of any state employee who is called for jury service; nor will such employee be required to account to the state for any fee or compensation received for jury service. Requests for leave of absence for jury service will be approved by the department head.
7. LEAVE OF ABSENCE FOR EMPLOYEES WHO ARE BLIND

- 7.1 A state employee who is blind is entitled to a leave of absence with pay, for a period not to exceed 10 working days in a fiscal year, for the purpose of attending a training program to acquaint the employee with a seeing-eye dog to be used by the employee. Department heads are authorized to approve such leave. (For additional information on this subject, see [System Policy 31.03](#))
- 7.2 “Blind” has the meaning assigned by section 91.002(2) of the Human Resources Code of Texas:

Blind- a person having not more than 20/200 visual acuity in a better eye with correcting lenses or visual acuity greater than 20/200 but with a limitation in the field of vision such that the widest diameter of the visual field subtends an angle no greater than 20 degrees.

## 8. EMPLOYEES REGISTERING AS STUDENTS

Employment arrangements are to be approved by the employing department head or unit head prior to the employee’s registration. Leave of absence to attend class is subject to restrictions addressed in [System Regulation 31.99.01](#). A letter of authorization will be filed in the employee’s official personnel file. Employees working for more than one department or unit must be similarly approved by each department or unit. See [System Regulation 31.99.01](#) for additional information.

## 9. ADMINISTRATIVE LEAVE

Administrative leave with pay may be granted by the appropriate Vice President as a reward for outstanding performance as documented by an employee performance appraisal. In no event will the aggregate amount of administrative leave granted exceed 32 hours during any fiscal year.

OFFICE OF RESPONSIBILITY: [Human Resources Department](#)