



## STANDARD ADMINISTRATIVE PROCEDURE

### 31.03.03.M0.01 Leave of Absence with Pay

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#### Standard Administrative Procedure Statement

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Several types of approved leave of absence with pay are authorized for regular employees of Texas A&M University. This SAP is provided to explain the proper administrative guidelines, accounting, and employee eligibility for Leave of Absence with Pay provided by Texas A&M. Leaves of absence covered in this SAP are in addition to other leaves to which the employee is entitled. This SAP should be read in conjunction with System Regulation 31.03.03: *Leave of Absence with Pay*.

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#### Definitions

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**Regular Employees** – An employee in a budgeted position appointed for 50 percent or more time for a period of at least four and one-half months, excluding an employee in a position for which student status is a requirement for employment, is entitled to leaves of absence with pay. Exceptions to student position eligibility for paid leave(s) under federal or state law will be specifically noted.

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#### Procedures and Responsibilities

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## 1. EMERGENCY LEAVE OF ABSENCE

All regular employees of Texas A&M are entitled to emergency leave of absence with pay under conditions described in this SAP.

### 1.1 Death of a Family Member

1.1.1 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, stepchild, parent, stepparent, brother, stepbrother, sister, stepsister, grandparent, step grandparent, great grandparent, step great grandparent, grandchild, step grandchild, great grandchild, or step great grandchild.

1.1.2 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 1.1.1. 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 (5) working days.

1.1.3 The emergency leave hours are not required to be consecutive but must be taken within 30 days from the date of death. The 30-day limit may be extended by the Chancellor or designee for extenuating circumstances such as a pandemic or other conditions requiring adjustment of this limit.

### 1.2 Severe Personal Crisis or Catastrophic Situation:

1.2.1 Under section 2.5, Other Circumstances, of System Regulation 31.01.03, a Vice President or designee may grant up to five (5) working days of leave with pay for a severe personal crisis or catastrophic situation which requires the immediate attention or attendance of an employee. The employee must have exhausted all accumulated vacation leave and compensatory time, if applicable, unless the Vice President has determined that such requirements do not have to be met.

1.2.2 Severe personal crises or catastrophic situations are defined as a situational occurrence so severe that delayed attendance by the employee would reasonably result in emotional trauma, substantive financial hardships, and/or extended grief. (Situations which might fall into this category are house fires, natural disasters, the experience of an employee or employee's immediate family as a victim of violent criminal actions, or a combination of personal crises which fall within close time proximity).

1.2.3 Leave with pay for a severe personal crisis or catastrophic situation which exceeds five (5) working days must be approved by the President.

1.3 University Closure:

1.3.1 Closure of Texas A&M due to unsafe working or travel conditions will be approved by the CEO's designee, the Associate Vice President for Safety and Security. Closure of Texas A&M University at Galveston due to unsafe working or travel conditions will be approved by the TAMUG Chief Operating Officer, or designee.

1.3.2 When Texas A&M is closed because of unsafe working or travel conditions for employees:

1.3.2.1 Emergency leave will be granted by department/unit heads to regular employees who do not work because an emergency has been declared. Temporary-casual employees and student workers are not in leave-eligible positions, thus are excluded from this provision.

1.3.2.2 Non-exempt regular employees who are required to work during the emergency will be granted equivalent compensatory time by department/unit heads in addition to being paid for the hours worked.

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

1.4 Vice Presidents may authorize the granting of emergency leave when Texas A&M does not officially close but hazardous or unsafe travel conditions delay or prevent an employee from being at work during his or her scheduled work hours.

1.5 Emergency Evacuation Order:

If an emergency evacuation order is issued by state or local government, each employee scheduled to work should be granted emergency leave for the duration of the order. Emergency service personnel or others needed to provide for the safety and well-being of the general public or for the restoration of vital services will not be granted leave but will accrue compensatory time.

1.6 Temporary Closure of a Department:

Closure of individual departments or units resulting from unsafe working or travel conditions, or other circumstances, must be approved by the Associate Vice President for Safety and Security department or the unit's respective Vice President. Closure of individual departments or units at Texas A&M University at Galveston resulting from unsafe working or travel conditions, or other circumstances, must be approved by the TAMUG Chief Operating Officer, or designee.

## 2. ADMINISTRATIVE LEAVE

For information on Administrative Leave with Pay, see [University SAP 31.03.03.M0.03, \*Administrative Leave with Pay\*](#).

## 3. AMERICAN RED CROSS DISASTER SERVICE VOLUNTEERS

3.1 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 up to 10 days of paid leave each fiscal year to participate in specialized disaster relief services. The leave must be requested by the Red Cross, approved by the Governor's office and authorized by the employee's supervisor. The Division of Emergency Management in the Governor's office will coordinate the list of certified disaster service volunteers.

3.2 Leave granted for Red Cross disaster services training under the provisions of this rule shall be without loss of pay, vacation time, sick leave, earned overtime, and/or compensatory time.

## 4. CONFERENCES AND PROFESSIONAL MEETINGS

4.1 Absences from work to attend approved conferences or professional meetings are considered part of an employee's regular work activities.

4.2 Request to attend conferences or professional meetings will be submitted to the department head or designee for approval

## 5. COURT APPOINTED SPECIAL ADVOCATES (CASA)

5.1 Court Appointed Special Advocates (CASA) are volunteers selected by the state's judicial system to, among other duties, provide detailed information a court may need to ensure a child's best interest is served where residency or other matters are concerned. General guidelines of CASA leave are as follows:

5.1.1 Employees who are CASA volunteers are eligible for paid leave not to exceed five (5) hours each month to participate in mandatory training or to perform volunteer services for CASA.

5.1.2 An employee may be required to provide documentation on his/her supervisor before the leave is approved.

## 6. EMPLOYEES REGISTERING AS STUDENTS

For information on Employees Registering as Students, see [System Regulation 31.99.01: \*Employees Registering as Students\*](#); and [University SAP 31.99.01.M0.01: \*Educational Release Time Program\*](#).

## 7. EMPLOYEES WITH DISABILITIES

7.1 A university employee with a disability 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 the use of adaptive technology or a service animal to be used by the employee. Department heads or designees (TAMU) are authorized to approve such leave. TAMUG Chief Operating Officer, or designee, is authorized to approve such leaves for Texas A&M University at Galveston. For the purposes of this procedure, an employee with a disability is one who has any health impairment that requires special ambulatory devices or services.

## 8. FACULTY DEVELOPMENT LEAVE

8.1 For information on Faculty Development Leave, see System Regulation 12.99.01, Faculty Development Leave.

## 9. FOSTER PARENT

9.1 For information on Foster Parent Leave see Section 9 of [System Regulation 31.03.03, \*Leave of Absence with Pay\*](#).

## 10. JURY SERVICE

10.1 A university employee will be granted a leave of absence with pay for jury service. An employee on jury service will not be required to account to the university for any fee or compensation received.

10.2 Departments may establish internal procedures to require employees to account for time off to report for jury duty. This may include, among other items, providing the initial summons, obtaining a note from the court clerk, or presenting other items to show time served. Employees who receive a notice to report for jury duty should inform their supervisor as soon as possible to allow the department to make necessary adjustments for the anticipated absence. Employees who respond to the summons and are not chosen for jury service in the selection process will be expected to report to work later that day, if feasible and practical. Employees should contact their supervisor regarding their schedule as soon as possible if they are selected for jury duty, or if they are not.

## 11. MEDICAL/MENTAL HEALTH CARE FOR CERTAIN VETERANS

11.1 A veteran who served in the army, navy, air force, coast guard, or marine corps of the United States as defined by Government Code § 434.023(a) or the Texas National Guard as defined by § 431.001, and eligible for health benefits under a program administered by the Veterans Health Administration of the United States Department of Veterans Affairs, may be granted leave without a deduction in salary or loss of vacation time, sick leave, earned overtime credit, or state compensatory time to obtain medical or mental health care administered by the Veterans Health Administration of the United States Department of Veterans Affairs, including physical rehabilitation. Leave granted may not exceed 15 working days each fiscal year unless approved by the member CEO.

## 12. MILITARY TRAINING AND DUTY

12.1 See *System Regulation 31.03.06, Military Leave and Service*, for guidance.

## 13. ORGAN, BONE MARROW OR BLOOD DONORS

13.1 An employee will be granted up to five (5) working days in a fiscal year to serve as a bone marrow donor and up to thirty (30) working days in a fiscal year to serve as an organ donor. An employee will be granted sufficient paid time (up to four (4) times per fiscal year) to donate blood.

13.2 The employee must consult with his or her supervisor before taking time off to donate blood and must provide proof of donation upon return.

13.3 The donation of plasma does not constitute paid time off for purposes of paid leave for blood donation. Employees who need time off to donate plasma must use their earned vacation time or other appropriate personal leave.

14. SICK LEAVE FOR EDUCATIONAL ACTIVITY OF A CHILD

14.1 In accordance with Section 3.3 of System Regulation 31.03.02, Sick Leave, an employee is entitled to accrued paid sick leave, not to exceed eight hours per fiscal year, to attend an educational activity of their child.

14.2 For the purpose of this SAP, an “Educational activity” means a school-sponsored activity, including a parent-teacher conference, tutoring, a volunteer program, a field trip, a classroom program, a school committee meeting, an academic competition, and an athletic, music, or theater program.

14.3 This leave applies to an employee who is a parent of a child who is a student in a grade from prekindergarten through the 12th grade.

14.4 Employees must provide their supervisors with reasonable advance notice of the need for this leave type.

14.5 Employees are limited to a total of eight hours of educational activity leave per fiscal year, regardless of the number of school-aged children in their respective households.

14.6 A parent-teacher conference for this leave type is limited to parental meetings or interactions with the child's teachers and/or administrators (counselors, principals, etc.)

15. SUSPENSION WITH PAY

15.1 Suspension with pay is not a form of Leave of Absence. See [University SAP 32.02.02.M0.01, \*Suspension with Pay for Nonfaculty Employees\*](#) for guidance.

16. VOLUNTEER FIREFIGHTERS AND EMERGENCY MEDICAL SERVICES VOLUNTEERS

16.1 Requests for this leave of absence will be granted in accordance with Section 14 of System Regulation 31.03.03: Leave of Absence with Pay and will not be charged against the employee’s vacation or sick leave balances.

- 16.2 Emergency leave may be granted to a university employee who is a volunteer firefighter and is needed to be actively involved in fighting a fire or to an emergency medical services (EMS) volunteer responding to a medical situation during the employee's regular working hours. Verification of the duty should be provided in a written statement from the Fire Chief of the volunteer fire department or the EMS Coordinator of the EMS station responsible for responding to the emergency.
- 16.3 Requests for this leave will be forwarded through the appropriate administrative channels to the department head or designee for approval (TAMU), or TAMUG Chief Operating Officer, or designee, for Texas A&M University at Galveston.

## 17. VOTING LEAVE

- 17.1 Employees will be allowed sufficient time off to vote in national, state, and local elections in instances where the employee actually missed work to vote without making up the time including early voting and day of voting. The time off should be reasonable and as agreed to in advance upon consultation with the employee's supervisor. Supervisors should consult with each of their employees before an election day to determine which employee(s) will not have sufficient time to vote before or after their scheduled work shifts so that appropriate coverage can be maintained in their respective areas.
- 17.2 Employees shall notify their supervisor if they do not have sufficient time to vote on their own time.
- 17.3 Supervisors may schedule voting leave by allowing the employee to: arrive to work later than normally scheduled, leave work early without expectation of return, or take a longer lunch than normally scheduled.

## 18. WITNESS OR RESPONDING TO A SUBPOENA

- 18.1 Eligible employees will receive paid time off to serve as a witness, provide testimony, and/or respond to a subpoena as provided through judicial, administrative, or legislative orders. Paid leave to serve as a witness or respond to a subpoena is, in part, governed by System Regulation 31.05.03: Witnesses in Judicial Actions or Legislative Proceedings.
- 18.2 Employees who are a party to a lawsuit (plaintiff or defendant) must use their own personal time, such as earned vacation or compensatory time, to testify in legal proceedings that occur during their scheduled work hours.



18.3 Except as described in 7.2 where the employee is party to the lawsuit, eligible employees may be granted release time to appear in judicial, administrative, or legislative proceedings in his/her private capacity as a fact witness to testify on matters within his/her personal knowledge. Departments may establish internal procedures to require employees to account for time off to respond to a subpoena or testify in legal matters.

## 19. OTHER FEDERAL OR STATE PAID LEAVE

19.1 Other Paid Leaves may be approved by state or federal law and will be implemented and available to employees in accordance with applicable regulations and effective dates. Details and processes for such leaves will be communicated on relevant Human Resources websites.

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### **Related Policies, Regulations, Rules, and other Requirements**

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[Policy 31.03: Leaves of Absence](#)

[Regulation 31.03.03: Leave of Absence with Pay](#)

[Regulation 31.03.06: Military Leave and Service](#)

[Regulation 31.99.01: Employees Registering as Students](#)

[University SAP 31.99.01.M0.01: Educational Release Time Program](#)

[Regulation 12.99.01: Faculty Development Leave](#)

[Regulation 31.03.02: Sick Leave](#)

[University SAP 31.01.01.M5.01: Administrative Leave With Pay](#)

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### **Contact Office**

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For information on clarification on this SAP contact [Human Resources and Organizational Effectiveness, Benefit Services](#) at (979) 862-1718 or by email at [benefits@tamu.edu](mailto:benefits@tamu.edu).

For information regarding Texas A&M Health positions, contact: [Human Resources](#) by email at [hschr@tamu.edu](mailto:hschr@tamu.edu).

For information regarding Texas A&M at Galveston positions, contact: [Human Resources](#) at (409) 740-4532 or by email at [hr@tamug.edu](mailto:hr@tamug.edu).

**OFFICE OF RESPONSIBILITY:** [Human Resources and Organizational Effectiveness](#)