

STANDARD ADMINISTRATIVE PROCEDURE

31.03.03.M0.02 Emergency Leave for Employees of TAMUQ

Approved December 20, 2005

Revised November 8, 2010

Revised November 14, 2014

Revised December 7, 2018

Next scheduled review: December 7, 2023

Standard Administrative Procedure Statement

Texas A&M University at Qatar (TAMUQ) staff may request emergency leave in conjunction with approved personal leave due to additional burden and distance involved in travel to and from Qatar. TAMUQ employees may also request emergency leave for their initial relocation to Qatar as well as for medical travel in case of a serious medical condition impacting the employee or their dependents. In addition, TAMUQ employees may use emergency leave during Ramadan.

Definitions

A “fiscal year” is defined as the period from September 1 of a given year through August 31 of the following year.

A “serious medical condition” is defined as a non-routine, non-preventative care situation requiring immediate medical attention and treatment outside of Qatar that would qualify for sick leave per System Regulation 31.03.02, *Sick Leave*. Examples include a life threatening illness or accident, a situation that precludes the individual from being able to carry out routine life functions, the need for major surgery or possibility of that need, the need for major diagnostic procedures or a situation that could lead to a permanent disability if left untreated. The employee must provide appropriate medical documentation per System Regulation 31.02.02, *Sick Leave*.

Official Procedure/ Responsibilities/ Process

1. GENERAL

1.1 Emergency Leave in conjunction with Personal Leave

- 1.1.1 A TAMUQ staff employee traveling on approved personal leave (excluding sick leave) who travels to and/or from destinations outside of Qatar may request the use of emergency leave. An employee's request may be denied if granting the emergency leave would place an unreasonable burden on TAMUQ's ability to provide services of acceptable quality and quantity during the time requested.
 - 1.1.2 No more than eight (8) days of emergency leave may be used in any fiscal year (September 1 – August 31) in conjunction with personal leave. The total number of days of emergency leave for a given trip is limited to one day of emergency leave for every two days of personal days.
- 1.2 Emergency Leave for Initial Relocation to Qatar. A new TAMUQ employee may request up to a total of three (3) days of emergency leave for use upon arrival in Qatar following the employee's initial relocation to Qatar.
- 1.3 Emergency Leave for Medical Travel. A TAMUQ employee or their dependents who experience a serious medical condition may find it necessary to seek specialized medical treatment outside of Qatar. In such cases, the employee may be authorized up to five (5) working days paid emergency leave for medical travel, per medical episode. The employee seeking to use emergency leave must request prior approval by submitting a written request as required by section 2.2.3 below.
- 1.4 Reduced Operating Hours for Ramadan. TAMUQ will shift to a six (6) hour work day in accordance with local customs during the month of Ramadan. TAMUQ employees will be granted emergency leave for up to two (2) hours per day during this month.

2. RESPONSIBILITIES

- 2.1 Department Heads/Program Chairs will:
 - 2.1.1 ensure compliance with this SAP and the rules for Emergency Leave and is administered consistently and equitably;
 - 2.1.2 deny an employee's request for emergency leave if granting the request would place an unreasonable burden on TAMUQ's ability to provide services of acceptable quality and quantity during the time requested;
 - 2.1.3 ensure that this SAP is understood and adhered to; and
 - 2.1.4 review and approve/deny the request for emergency leave using TAMUQ's leave tracking system.

2.2 Employees will:

- 2.2.1 request emergency leave in advance using TAMUQ's leave tracking system;
- 2.2.2 certify that their request for emergency leave is in compliance with this SAP;
- 2.2.3 request emergency leave for medical travel in writing to their immediate supervisor specifying the reason for the allowance and indicate the number of working days requested and provide appropriate medical documentation to justify the absence and necessity for treatment outside Qatar. The request will be routed through the employee's chain of command to the Dean/COO for approval. After approval by the Dean/COO, TAMUQ Human Resources will enter the leave into TAMUQ's leave tracking system; and
- 2.2.4 participate in the resolution of scheduling conflicts with their supervisor.

3. ADMINISTRATION

- 3.1 All requests will be administered using the TAMUQ leave system.
- 3.2 Information submitted regarding emergency leave for medical travel will be confidentially filed in accordance with university procedures.
- 3.3 Family and Medical Leave: Under certain circumstances, an employee may take up to 12 weeks of leave during a fiscal year because of a serious health condition of the employee, or to care for a child, spouse, or parent with a serious health condition. Family and Medical Leave runs concurrent with medical travel allowances (for more information see System Regulation 31.03.05, *Family and Medical Leave*).
- 3.4 All emergency leave approvals, including those noted in Section 1, will be tracked by TAMUQ Human Resources and reported annually by September 15 to Human Resources in College Station for filing with the State of Texas as required by law.

Related Statutes, Regulations, or Rules

[University SAP 31.03.03.M0.01, *Leave of Absence with Pay*](#)

Contact Office

For SAP interpretation or clarification, contact Human Resources & Organizational Effectiveness.

[Office of the Provost](#)

[Human Resources & Organizational Effectiveness](#)