

Policies of the University of North Texas Health Science Center	Chapter 05-- Human Resources
<b>05.614 Other Leave With Pay</b>	

**Policy Statement.**

The University of North Texas Health Science Center (UNTHSC) provides paid employee leave under applicable state and federal law.

**Application.**

This policy applies to all UNTHSC employees.

**Definitions.**

1. Emergency Medical Services Volunteer. “Emergency Medical Services Volunteer” means an emergency medical services professional who provides emergency pre-hospital care without remuneration, except reimbursement for expenses.
2. Emoluments. “Emoluments” means a cash or non-cash gain from employment or position (e.g., housing allowance, utility allowance).
3. Employee with a Disability. “Employee with a Disability” means an employee who has a mental or physical impairment that substantially limits one or more major life activities of such individual.
4. Lifetime service credit. “Lifetime service credit” means all eligible service to the State of Texas, including part-time, faculty, or student worker and does not need to be continuous. Lifetime service credit is determined by counting actual days, months, and years of total state employment.
5. Paid Status. “Paid Status” means Regular Staff and Faculty who are not on leave without pay.
6. Regular Faculty. “Regular Faculty” means a faculty member appointed for at least 50 percent time for at least 4 ½ continuous months.
7. Regular Staff Member. “Regular Staff Member” means an employee who is scheduled to work at least 20 hours per week for a period of at least 4 ½ months and is not employed in a position for which the employee is required to be a student as a condition of the employment.

8. Supervisor. "Supervisor" means the department official authorized to approve leave for an employee.

### **Procedures and Responsibilities.**

1. Other Leave with Pay.

- a. Reward for Outstanding Performance.

The UNTHSC President may grant administrative leave with pay to an employee as a reward for outstanding performance documented in writing by an employee performance review completed in the last 12 months. No more than 32 hours of administrative leave may be granted to an employee in any fiscal year.

- b. Emergency Leave.

- 1.) An employee may be granted a leave of absence of up to three days for a death in the employee's immediate family. Under Texas Government Code, for emergency leave purposes, "family" is defined as the employee's spouse, or the employee's or spouse's parents, brothers, sisters, grandparents, grandchildren and children. In addition, the UNTHSC President has extended the definition of "family" to include aunts, uncles, nieces, nephews, sons-in-law, daughters-in-law, brothers-in-law, and sisters-in-law not related by blood to the employee or spouse.

- 2.) The UNTHSC President may grant an emergency leave to an employee who has shown good cause for an emergency leave.

- c. American Red Cross Disaster Service Volunteers.

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 American Red Cross, approved by the Governor's office and authorized by the employee's Supervisor.

- d. Assistance Dog Training for Employees with a Disability.

An employee with a disability may be granted a leave of absence with pay for up to 10 working days in a fiscal year to be trained in the use of an assistance dog.

e. Service on a Jury or as a Witness.

- 1) An employee shall be excused from work during jury duty, without loss of pay or accrued leave. An employee is entitled to accept fees received for jury duty without deduction to the employee's compensation. The employee shall provide documentation of service to his or her Supervisor.
- 2) An employee who is subpoenaed to serve as a witness in a legal proceeding in his or her official capacity with UNTHSC shall be excused from work without loss of pay or accrued leave and shall not be permitted to accept witness fees. However, the employee may accept mileage or per diem payments, provided the employee does not receive travel reimbursement from UNTHSC.
- 3) Employees shall not be discharged, disciplined, or penalized for complying with a subpoena to appear in a civil, criminal, legislative, or administrative proceeding.
- 4) An employee who is subpoenaed to serve as a witness in a legal proceeding outside of his or her official capacity with UNTHSC shall be excused from work without loss of pay or accrued leave, provided the employee provides documentation of the service to his or her Supervisor.
- 5) Service as a witness which does not meet the above criteria must be done outside of assigned working hours, or shall be charged to compensatory leave, vacation leave, or leave without pay.
- 6) Employees serving as witnesses outside of their assigned working hours, or while on vacation or leave without pay, are entitled to accept compensation for such appearances, provided the appearances are not in conflict of interest with their employment by UNTHSC.

f. Foster Parents.

An employee who is a foster parent to a child under the conservatorship of the Department of Protective and Regulatory Services shall be granted a leave of absence with pay to attend Department of Protective and Regulatory Services meetings or school district Admission, Review and Dismissal (ARD) meetings regarding the foster child.

g. Organ, Bone Marrow or Blood Donors.

- 1) An employee may be granted, without a deduction in salary, up to five working days in a fiscal year to serve as a bone marrow donor or up to 30 working days in a fiscal year to serve as an organ donor. Proper

documentation from the licensed medical practitioner is required.

- 2) An employee may be granted, without a deduction in salary, sufficient time up to four times each fiscal year to donate blood. The employee must obtain approval from the employee's Supervisor prior to the leave and must provide proof of the blood donation upon returning to work..

h. Volunteer Firefighters and Emergency Medical Services Volunteers.

- 1) An employee who is a volunteer firefighter or emergency medical services volunteer may be granted leave of absence with pay of up to five (5) working days each fiscal year to attend fire service or emergency medical service training conducted by state agencies or institution of higher education.
- 2) Volunteer firefighters or emergency medical service volunteers may be granted a leave of absence with pay for the purpose of responding to emergency fire or medical situations.

i. Amateur Radio Operator.

- 1) An employee with an amateur radio station license issued by the Federal Communications Commission may be granted leave not to exceed 10 days each fiscal year to participate in specialized disaster relief services without a deduction in salary or loss of vacation leave, sick leave, overtime leave, or state compensatory time. The amateur radio operator leave should be authorized by the employee's Supervisor and with the approval of the governor.
- 2) The number of amateur radio operators eligible for this type of leave may not exceed 350 state employees at any one time during a fiscal year. The Texas Division of Emergency Management is responsible for coordinating the establishment and maintenance of the list of employees eligible for this leave.

j. Court Appointed Special Advocate (CASA) Volunteers.

- 1) CASA volunteers are appointed by judges to watch over and advocate for abused and neglected children. An employee may be provided paid leave not to exceed five hours each month to participate in mandatory training or to perform volunteer services for Court Appointed Special Advocates.
- 2) This leave is provided to an employee without a deduction in salary or loss of vacation leave, sick leave, overtime leave, or state compensatory time.

k. Reserve Law Enforcement Officer Training.

Employees who are reserve law enforcement officers under state law are entitled to paid leave not to exceed five working days each fiscal biennium to attend training.

l. Voting.

An employee shall be provided a reasonable period of time off during the regular work day to vote in each national, state or local election. The employee shall notify the supervisor of the intent to use work time prior to election day if they do not have sufficient time to vote on their own time. There is no need to record the time taken to vote; this time is reported as time worked.

Responsible Party: Employees, Supervisors, Human Resources,  
Payroll.

**References and Cross-references.**

[Texas Election Code § 276.004](#)

[Texas Government Code § 659.005](#)

[Texas Government Code § 661](#)

[Texas Health and Safety Code § 773.003](#)

[Texas Labor Code - Section 52.051](#)

[Texas Occupations Code § 1701.001](#)

[Texas Occupations Code, Section 1701.351](#)

[State Auditor's Leave Interpretation Letters 99-01](#)

[Regents Rules 05.600, Employee Leave](#)

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