

<p>The University of North Texas at Dallas Policy Manual</p>	<p>Chapter 5.000 Human Resources</p>
<p>5.017.5 Other Leave of Absence with Pay</p>	

Policy Statement. The University of North Texas at Dallas provides leaves of absence with pay as described in this policy, which will not be charged against an employee’s vacation, sick leave, or compensatory time accruals.

Application of Policy. This policy applies to all regular faculty and staff members.

Definitions.

1. **Employee with a Disability.** “Employee with a Disability” means, in this policy, an employee with a disability is one who has a mental or physical disability, including mental retardation, hearing impairment, deafness, speech impairment, visual impairment, or any health impairment that requires special ambulatory devices or services.

2. **Emergency Medical Services Volunteer.** “Emergency Medical Services Volunteer” means emergency medical services personnel who provide emergency pre-hospital care without remuneration, except reimbursement for expenses.

3. **Regular Faculty.** “Regular Faculty” means a faculty member appointed for at least 50 percent time for at least 4 ½ continuous months.

4. **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 4 ½ continuous months and is not employed in a position for which the employee is required to be a student as a condition of the employment.

5. **Family.** “Family” means an employee’s spouse, or the employee’s or spouse’s parents, brothers, sisters, grandparents, grandchildren, children, aunts, uncles, nieces, nephews, sons-in-laws, daughters-in-laws, brothers-in-laws, and sisters-in-laws.

Procedures and Responsibilities.

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

Responsible Party: President

2. **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.

Responsible Party: Employee and Supervisor

3. **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.

Responsible Party: Employee and Supervisor

4. **Service on a Jury or as a Witness.**

4.1 An employee is 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 or accounting to the University. The employee must provide documentation of service to his or her supervisor.

4.2 An employee who is subpoenaed to serve as a witness in a legal proceeding in his or her official capacity with the University is excused from work without loss of pay or accrued leave, but is not permitted to accept witness fees. However, he or she may accept mileage or per diem payments, provided the employee does not request travel reimbursement from the University.

4.3 An employee who is subpoenaed to serve as a witness in a legal

proceeding outside of his or her official capacity with the University is excused from work without loss of pay or accrued leave, provided he or she provides documentation of the service to his or her supervisor, and the following conditions are met:

- i. the employee is not a party to the case unless named as a defendant due to the position held with the University;
- ii. the employee is not appearing as an expert witness for compensation;
- iii. the employee is not receiving compensation for service, except the regular witness fees paid by the court and/or mileage and per diem reimbursement; and
- iv. the employee is not appearing because of outside employment or business activities, or any former business or occupation.

Responsible Party: Employee and Supervisor

5. Leave During Agency Investigation.

The President or designee may grant leave to a staff member without loss of regular pay in salary when the staff member is the subject of, victim of, or witness to events that are the subject matter of an investigation being conducted by UNT System Administration.

Responsible Party: President or designee

6. Emergency Leave.

- 6.1 Death in the Family. A staff member will be granted emergency leave without the loss of regular pay for reason of death in the family. The amount of time granted shall normally not exceed three (3) days. Requests for leave in excess of three days may be approved, based on the facts and circumstances of each case. A full three days is not automatically granted since it is intended that such leave be limited to the reasonable amount of time necessary for travel, funeral arrangements, funeral or memorial services, and being with other family members during the immediate period of bereavement. Requests for such leave must be submitted to the department official who has authority to approve leave. Requests for emergency leave for reason of

death of a family member not mentioned must be approved by the President or designee. Emergency leave should be requested as soon as a staff member knows of the need to be absent. An eLeave request must be submitted to the department official with authority to approve leave. The department official who has this authority is the head of the department unless otherwise directed by the President.

- 6.2 The President or designee may grant emergency leave to a staff member if the staff member requests the leave and the President or designee determines that the staff member has shown good cause for taking emergency leave.

Responsible Party: Employee and Supervisor/President

- 7. **Foster Parents.** An employee who is a foster parent to a child under the conservatorship of the Department of Protective and Regulatory Services may 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.

Responsible Party: Employee and Supervisor

- 8. **Organ, Bone Marrow or Blood Donors.**

- 8.1 An employee may be granted 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.
- 8.2 An employee may be granted 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.

Responsible Party: Employee and Supervisor

9. **Volunteer Firefighters and Emergency Medical Services Volunteers.**

9.1 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.

9.2 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.

Responsible Party: Employee and Supervisor

10. **Voting.** An employee will be provided a reasonable period of time off during the regular work day to vote in each national, state or local election.

Responsible Party: Employee and Supervisor

References and Cross-references.

Texas Election Code § 276.004

Texas Government Code § 661

Texas Human Resources Code § 121.002

Texas Health and Safety Code § 773.003

Approved: 8/31/2010

Effective: 8/31/2010

Revised: 1/25/2019