



## UP 31.03.03.H0.01 Leave of Absence with Pay

Approved: October 29, 2012

Revised: June 2020

Next Scheduled Review: June 2025

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### Procedure Statement

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This procedure is in accordance with [System Regulation 31.03.03, Leave of Absence with Pay](#).

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### Reason for Procedure

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The purpose of this procedure is to outline specific requirements for certain leaves of absence with pay at Texas A&M University-Texarkana (TAMUT). This procedure should be read in conjunction with [System Regulation 31.03.03, Leave of Absence with Pay](#).

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### Procedures and Responsibilities

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#### 1. EMERGENCY LEAVE

##### 1.1. Birthday Leave

- 1.1.1. Full-time staff at TAMUT may be granted eight (8) hours of paid leave during the month of their birthday with prior approval from their supervisor/hiring manager and a Workday Absence Partner.
- 1.1.2. Birthday Leave is a TAMUT employee benefit and the University reserves the right to continue, change or discontinue Birthday Leave at any time.
- 1.1.3. Birthday Leave is requested in Workday by using "Other Emergencies" as the type of leave and inputting "Birthday Leave" in the comment field.
- 1.1.4. The following conditions apply.
  - 1.1.4.1. An employee must be employed six (6) months prior to requesting birthday leave.
  - 1.1.4.2. Temporary, part-time, contract employees or faculty are not eligible for this benefit.
  - 1.1.4.3. Birthday Leave must not be split over multiple days. Time off must be taken on one day within the employee's birth month. Eligible employees working

an alternate schedule of more than eight (8) hours per day must use vacation for the remaining hours of the day.

- 1.1.4.4. To ensure compliance with emergency leave reporting and eligibility requirements, Birthday Leave must receive prior supervisory/hiring manager approval and Absence Partner approval in Workday. This type of leave is automatically routed to a TAMUT Absence Partner after the supervisor/hiring manager approval.
- 1.1.4.5. Under extraordinary circumstances, the supervisor/hiring manager may approve Birthday Leave in the month following the employee's birth month if the employee's workload doesn't permit time off during their birth month.
- 1.1.4.6. If an employee does not take birthday leave within the month of their birthday or receive approval to take it the following month, the leave is forfeited for that fiscal year.

## 1.2. Death of a Family Member

- 1.2.1. An employee is entitled to emergency leave because of the 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. The emergency leave hours are not required to be consecutive but must be taken within 30 days from the date of death.
- 1.2.2. Relationships that exist due to marriage will terminate upon death or divorce. For example, emergency leave for an ex-spouse's death would not apply, nor would it apply for the death of an ex-spouse's family member.
- 1.2.3. Up to five (5) working days of leave with pay may be taken for the death of a family member as outlined in this procedure and [System Regulation 31.03.03, Leave Absence with Pay](#). These allocated days are intended to provide for usual circumstances that occur due to death of these immediate family members; additional time needed should normally be charged to accrued vacation or, if available, compensatory time.
- 1.2.4. Death of a Family Member/Bereavement leave is requested in Workday by selecting "Death of a Family Member" as the type of leave requested and selecting the appropriate familial relationship as the reason for the leave request.
- 1.2.5. Emergency leave for the death of a family member may not be used after an employee has terminated employment and is on the payroll to exhaust his or her vacation leave.
- 1.2.6. Documentation regarding leave for the death of a family member may be requested to support compliant leave approval and reporting.

### 1.3. Volunteer Firefighters and Emergency Medical Services Volunteers

1.3.1. An employee who is a volunteer firefighter or an emergency medical services volunteer is entitled to a leave of absence up to five (5) working days each fiscal year to attend fire service or emergency medical services training conducted by state agencies or institutions of higher education.

1.3.2. Leave may also be granted for volunteer firefighters or emergency medical services volunteers to respond to emergency fire or medical situations. Documentation of the emergency fire or medical situation will be submitted to the supervisor/hiring manager and Payroll and Leave Coordinator.

## 2. OTHER LEAVES OF ABSENCE WITH PAY

2.1. Refer to [System Regulation 31.03.03, Leave of Absence with Pay](#) for information regarding other types of leave of absence with pay including, but not limited to leave for amateur radio operators; American Red Cross Disaster Service and Court Appointed Special Advocates Volunteers; foster parents; jury service; medical and mental health care for certain veterans; organ, bone marrow or blood donors; voting; unsafe working or travel conditions; and office closures.

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## Related Statutes, Policies, or Requirements

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[System Regulation 31.03.03, Leave of Absence with Pay.](#)

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## Contact Office

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Approved:

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6/15/2020

Date