

## Leave Quick Guide

Leave Type	Quick Information	Policy Link
Sick	On fourth consecutive sick day, a doctor's note must be submitted to the Payroll/Leave Coordinator in Human Resources (HR).	<a href="http://policies.tamus.edu/31-03-02.pdf">http://policies.tamus.edu/31-03-02.pdf</a>
Vacation	Cannot be used until employee has had six (6) CONSECUTIVE months of state service.	<a href="http://policies.tamus.edu/31-03-01.pdf">http://policies.tamus.edu/31-03-01.pdf</a>
FLSA Comp Time	<p>Employees must utilize this leave prior to taking vacation.</p> <p>This is accrued at time and a half, so if you work eight (8) hours over you will accrue 12 hours.</p>	<p><a href="http://www.tamut.edu/About/Administration/About/Rules/31-01-09-H0-01.pdf">http://www.tamut.edu/About/Administration/About/Rules/31-01-09-H0-01.pdf</a>,</p> <p><a href="http://policies.tamus.edu/31-03-01.pdf">http://policies.tamus.edu/31-03-01.pdf</a></p> <p><a href="http://policies.tamus.edu/31-01-09.pdf">http://policies.tamus.edu/31-01-09.pdf</a></p>
State Comp Time	<p>When an employee has worked no more than 40 hours in a workweek but the total hours worked and hours of paid leave or paid holidays exceed 40 hours, the employee will be allowed one hour of state compensatory time off for every hour in excess of 40 in a workweek.</p> <p>State compensatory time must be taken during the 12-month period following the end of that workweek and may not be carried forward past the end of the 12-month period.</p>	<p><a href="http://www.tamut.edu/About/Administration/About/Rules/31-01-09-H0-01.pdf">http://www.tamut.edu/About/Administration/About/Rules/31-01-09-H0-01.pdf</a></p> <p><a href="http://policies.tamus.edu/31-01-09.pdf">http://policies.tamus.edu/31-01-09.pdf</a></p>
Death of a Family Member (Bereavement)	The death of the employee's spouse, or the employee's or spouse's child, stepchild, parent, stepparent, brother, stepbrother,	<a href="http://policies.tamus.edu/31-03-03.pdf">http://policies.tamus.edu/31-03-03.pdf</a>

	<p>sister, stepsister, grandparent, step grandparent, great grandparent, step great grandparent, grandchild, step grandchild, great grandchild or step great grandchild entitles the employee to this type of emergency leave.</p> <p>Does not have to be taken consecutively, but must be within 30 days of the family member's passing.</p> <p>Employee can take up to 40 hours of bereavement leave.</p>	
Jury Service	<p>An employee is entitled to a leave of absence with pay for jury service.</p> <p>HR will need documentation of jury service. Employee keeps jury payment, if applicable</p>	<p><a href="http://policies.tamus.edu/31-03-03.pdf">http://policies.tamus.edu/31-03-03.pdf</a></p>
Other Emergencies (BIRTHDAY LEAVE)	<p>The only time an employee should utilize "Other Emergencies" in Workday is for Birthday Leave.</p> <p>Any other use of this leave MUST have CEO approval prior to being taken.</p>	<p><a href="http://policies.tamus.edu/31-03-03.pdf">http://policies.tamus.edu/31-03-03.pdf</a> See Section 2.</p>
Unpaid Time Off	<p>This should be taken when an employee has exhausted all leave.</p>	
Voting	<p>An employee will be allowed sufficient time off to vote in national, state and local elections.</p>	<p><a href="http://policies.tamus.edu/31-03-03.pdf">http://policies.tamus.edu/31-03-03.pdf</a></p>

Sick Leave Pool	<p>Employee must complete <a href="#">medical certification</a> (documenting catastrophic illness or injury) and have used a minimum of 80 hours of leave to be eligible for sick leave pool.</p> <p>See Sick Leave Pool forms on <a href="#">Leave Types webpage</a> for further information.</p>	<p><a href="http://policies.tamus.edu/31-06-01.pdf">http://policies.tamus.edu/31-06-01.pdf</a></p>
-----------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------