



TEXAS SOUTHERN UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Human Resources
AREA: Benefits

Policy 02.03.04

SUBJECT: Leave of Absence Policy

I. PURPOSE AND SCOPE

This policy outlines the holiday and leave benefits provided by the State of Texas to its employees in the General Provisions of the [State General Appropriations Act](#) and related statutes and federal laws and regulations. It applies to all university regular, benefits-eligible employees regardless of source of funds from which paid, with exceptions noted in certain provisions.

II. POLICY STATEMENT

Texas Southern University provides holidays, vacation, sick leave, and other leave benefits granted by the State of Texas to regular university employees. Leave benefits may be with or without pay, based on certain qualifying conditions. Eligible employees are entitled to request and be considered for leaves described in this document. Eligibility for certain leave benefits may differ under law; differences are noted.

III. DEFINITIONS

- A. Federal fiscal year: The 12-month period beginning July 1 and extending through the following June 30.
- B. Fiscal year: The 12-month period beginning September 1 and extending through the following August 31.
- C. Regular employee: A university employee who is appointed for at least 20 hours per week on a regular basis for a period of at least 4-1/2 months, excluding students employed in positions that require student status as a condition of employment.

IV. GENERAL PROVISIONS

- A. All leaves of absence must be requested and approved in accordance with this MAPP Policy. Unless a requirement for higher approval is noted, the leave must be approved by the employee's supervisor.
- B. One leave period may involve several types of leave; i.e., sick leave, family and medical leave, extended sick leave, vacation, etc. In such cases, each type of leave involved must be requested according to the procedure for that leave and reported accordingly.
- C. The date of return to work shall be specified when the leave is requested; or, if the return date is not known, the employee must contact the supervisor regularly, in accordance with the supervisor's directions.
- D. The employee must report to the supervisor if he/she will be unable to return to work at the end of the leave period and must provide an acceptable reason for the delay. Failure to return to work from an approved leave of absence by the intended date and to provide an acceptable reason will be considered abandonment by the employee of his/her job in accordance with MAPP 02.05.03.
- E. Records of leave requests and leave accrued and taken must be maintained by the department. The official leave records are those reflected in the Texas Southern University payroll system. Departmental records must be reconciled to payroll system records on a monthly basis.
- F. Time away from the workplace on the university's behalf and/or approved as time worked shall not be considered as leave.
- G. It is not necessary for a full-time, exempt employee to record an absence of less than a day due to illness or for personal reasons if the employee works at least forty (40) hours in that workweek. If the employee does not work forty (40) hours in that workweek, absences must be recorded as vacation, sick leave, or other appropriate leave, to comply with State law.

V. REQUESTING LEAVES OF ABSENCE

- A. An Application for Leave form, which may be found on the HR website, must be used to request most types of leave. The form shall be completed and submitted to the employee's supervisor for approval with the required documentation attached.

When a leave period involves more than one type of leave, each type of leave involved shall be requested according to the procedure for that type leave.

VI. LEAVES OF ABSENCE WITH PAY

The following types of leave are provided to the employee at full pay, and do not affect state service credit, university benefits, or leave accruals, except where noted.

- A. Holidays: The state authorizes the number of annual holidays available to regular employees and provides that institutions of higher education may adjust the holiday schedule to provide the most efficient academic operation. Texas Southern University's holiday calendar is approved annually by the Board of Regents and includes most national holidays and an extended winter holiday break.

Eligible employees who are required to work on a scheduled holiday are entitled to equivalent time off with pay to be taken during the following 12-month period. Employees may be paid for holiday compensatory time hours earned on a straight time basis when the supervisor determines that allowing the employee to take compensatory time off would be disruptive to normal teaching, research, or other critical functions.

- B. Vacation: Regular staff employees and faculty on 12-month appointments are entitled to paid vacation time in each fiscal year. Vacation entitlement is earned according to the schedule established in the biennial State General Appropriations Act, proportionate to the FTE established for the position in which the individual is employed. Faculty, other than those on 12-month appointments, are not eligible for vacation.

Additional details on university vacation benefits may be found in the Benefits Summary Guidelines – MAPP 02.03.01.

- C. Sick leave: - Leave for medical appointments or elective procedures must be requested ahead of time and scheduled to accommodate work requirements whenever possible.

An eligible employee will earn sick leave beginning on the first day of employment and terminating on the last day of duty. Sick leave is earned at the rate of eight hours for each month or fraction of a month of employment, proportionate to the FTE established for the position(s) in which employed. Credit for one (1) month's accrual will be given for each month or fraction of a month of employment and will be posted to each employee's leave record on the first day of employment and on the first day of each succeeding month of employment hereafter. An employee who is on leave on the first day of a month may not use the sick leave that the employee accrues for that month until after they return to duty.

When the employee is unable to work because of illness, he/she should contact his/her supervisor at the earliest practical time in accordance with departmental procedures, and the Application for Leave form must be submitted promptly upon return. In addition, a medical absence of more than three working days requires a

written statement from the employee's health care provider indicating the cause or nature of the illness or other acceptable statement of the facts concerning the illness.

Sick leave with pay may be taken when sickness, injury, or pregnancy and confinement prevent the employee's performance of duty or when the employee is needed to care for a member of their immediate family who is actually ill.

- For purposes relating to regular sick leave, immediate family is defined as those individuals who reside in the same household and are related by kinship, adoption, or marriage, as well as foster children certified by the State.
 - Minor children of the employee, whether or not living in the same household, will be considered immediate family for purposes of regular sick leave.
 - An employee's use of sick leave for family members not residing in that employee's household is strictly limited to the time necessary to provide care to a spouse, child, or parent of the employee who needs such care as a direct result of a documented medical condition. This provision does not extend to an employee's parent-in-law if they do not live in the same household.
 - If an employee is on vacation and would otherwise be entitled to sick leave then the fact that such sick leave is requested while on vacation does not affect the employee's entitlement to sick leave.
1. Extended sick leave: Extended sick leave may be available to long-term employees in good standing who have become disabled and have exhausted all accrued sick leave and other leave balances. This benefit may be awarded to provide continued income from the time all accumulated paid leave has been exhausted through the end of the waiting period for long-term disability benefits to begin.
 2. Sick leave pool: The sick leave pool provides a source of additional sick leave for employees who suffer a "catastrophic illness or injury" and have exhausted all accrued sick leave and other leave balances. All regular employees may voluntarily transfer sick leave from their accrued balances to the TSU sick leave pool and apply for benefits from the pool.
 - a. Employees who have at least twelve (12) continuous months of regular staff or faculty employment with TSU immediately preceding their eligible condition, may request leave from the sick leave pool for their own catastrophic illness or injury or for one in their immediate family. A catastrophic injury or illness is defined as a severe condition or combination of conditions affecting mental or physical health, which requires the services of a licensed practitioner for a continuous, prolonged period of time that would result in loss of compensation

from the state. A prolonged period is 160 hours of missed work, which qualifies the employee for sick leave pool benefits. The missed work may be continuous or intermittent. For part-time employees, the requirement of 160 hours will be proportional to their percent effort (50% effort = 80 hours missed work). Employees must exhaust all earned leave with pay entitlements before they may use leave from the pool. Employees on sick leave pool for a full calendar month accrue paid leave for that month, provided they return to work following the leave. Employees with catastrophic illness or injuries are not required to contribute to the pool before they can use pool time. In addition, employees who use pool leave are not required to pay back pool leave.

- b. Contributions to the pool are strictly voluntary. To contribute time to the pool, an employee must complete a "Leave Request/Approval Form". Employees who contribute leave to the pool cannot get it back unless they are eligible to use it in accordance with this policy. Employee may contribute an unlimited number of their accrued days. Contributions should be in full day increments. Each state agency is required to establish a program that allows employees to voluntarily transfer sick leave to a sick leave pool. The Executive Director of his or her designee must administer the program. Agencies should ensure that their sick leave pool policies do not conflict with their extended sick leave policies.
 - c. Request for pool leave will be in writing along with a completed "Leave Request/Approval Form" and documentation from the treating physician and forwarded to the Pool Administrator through appropriate supervisory channels. Requests will be considered by the Pool Administrator on a first-come, first served basis. The Pool Administrator will have up to ten (10) working days from the date they receive a request in which to approve all or part of the request, or deny the request. The amount of pool leave granted for each catastrophic illness or injury will be determined by the Pool Administrator. The amount cannot exceed one-third of the balance of hours in the pool, or ninety (90) working days, whichever is less. Any unused balance of pool leave granted to an employee returns to the pool. The estate of a deceased employee is not entitled to payment for unused pool leave.
 - d. Illness of the same type or that may re-occur, such as cancer, will have a lifetime maximum of ninety (90) days.
3. Transfers: An employee who transfers directly from one state agency to another, shall be given credit by the receiving agency for the unused balance of sick leave, provided employment with the state is uninterrupted.
 4. Decedent's Sick Leave: The estate of an employee, when the employees dies while employed, is entitled to payment for one-half of the employee's

accumulated sick leave or for 336 hours of sick leave, whichever is less, provided that the employee had continuous employment with the state for at least six (6) months at the time of death.

5. Accumulated sick leave shall not constitute a claim for reimbursement when an employee leaves the employment of the University. However, an employee separated from employment with the state under a formal reduction-in-force shall have their sick leave balance restored if re-employed by the state within twelve (12) months of termination; an employee separated for other reasons shall also have their sick leave balance restored if re-employed by the state within twelve (12) months of termination, and provided there has been a break in service of at least leave thirty (30) calendar days since termination if re-employed by the same state agency.

D. Administrative Leave with Pay: An employee whose job performance and productivity consistently exceeds those normally expected or required by the job description of the employee may be granted Administrative Leave with Pay. It may also be granted to an employee who has successfully completed a special project of significant importance to warrant special recognition. In either case, the required job performance level must be documented in the most recent performance evaluation or by memorandum from the employee's supervisor.

1. The total amount of leave granted may not exceed thirty-two (32) hours during a fiscal year, and may be granted in either four or eight hour increments. Executive directors of state agencies are not eligible for administrative leave for outstanding performance.
2. An employee may be eligible for Administrative Leave for Outstanding Performance if they meet the following criteria:
 - Employed at the University for a minimum of twelve (12) months;
 - Have two (2) consecutive outstanding performance evaluations for the last two preceding fiscal years; and
 - No disciplinary action within the last twenty-four (24) months preceding the award of Administrative Leave.
3. Student employees, temporary employees and probationary employees are not eligible to be awarded Administrative Leave with Pay.
4. Awards of Administrative Leave with Pay must be taken within the fiscal year they are awarded and these awards may not be converted to any other type of leave. The division vice president maintains approval authority for granting Administrative Leave with Pay within that department.
5. The division vice president will include a memorandum confirming all criteria have been met for each request for Administrative Leave with Pay.

6. Administrative Leave with Pay will be taken and accounted for in accordance with the policies and procedures outlined in this MAPP. An employee who has received an award of Administrative Leave with Pay may request to use that leave by submitting a request for leave using the “other leave” category on the Texas Southern University Application for Leave form.
 7. Administrative Leave may not be carried forward beyond the fiscal year in which it is awarded. Administrative Leave with Pay may not be transferred or paid should the employee end their employment relationship in the department from which the award was granted. In addition, Administrative Leave with Pay will not be paid to the estate of a deceased employee.
 8. Vice Presidents or their designees will maintain a central department Administrative Leave with Pay file to record information on employees who have been granted Administrative Leave with Pay, and to record when this leave has been used. In divisions where the approval of Administrative Leave has been delegated, a copy of the award letter granting Administrative Leave with Pay will be forwarded to the office of the appropriate vice president. A copy will also be filed in the employee’s personnel file with the approved Request for Personal Leave form submitted for use of Administrative Leave with Pay.
- E. Emergency leave: The President or designee of Texas Southern University may grant leave with pay to an employee for good cause subject to the recommendation of the Executive Director of Human Resources and the Divisional Vice President. Emergency leave is normally approved with a provision to pay the granted time off with future leave accruals.
- a. An emergency is defined as an unforeseen combination of circumstances that calls for immediate action, which if not responded to, would present imminent danger to human life or substantial damage to property.
 - b. An employee may be granted emergency leave when it is determined that there is good cause for such leave. Such leave shall not normally exceed three (3) days per year and must be approved by the Executive Director of Human Resources.
 - c. When an employee must leave work due to an emergency, the employee’s immediate supervisor should be notified as early as possible.
 - d. Emergency leave may be granted for situations including, but not limited to, extreme weather conditions, serious interruptions in transportation systems, natural and catastrophic disaster such as fire, flood or earthquake.
 - e. Inclement weather conditions or other adverse conditions shall not constitute justification for Emergency Leave unless approved by the President for the University as a whole or for those employees in certain geographic areas of the city.

- f. In such circumstances, non-exempt employees who are requested by their supervisors to stay on campus or to come to campus because of the critical nature of their work will receive additional compensation at straight time for the time they work.
 - g. An Application for Leave form with supporting documentation should be completed by the employee and submitted to the department supervisor.
- F. Bereavement Leave: Regular employees are eligible for up to 3 days of bereavement leave (up to 5 days if the deceased lived outside the city of Houston and surrounding area) due to a death in the employee's family. For the purpose of this provision, the employee's family is defined as the employee's spouse or the employee's spouse's parents (or stepparents), brothers, sisters (or stepbrothers or stepsisters), children (or stepchildren), grandparents, or grandchildren. The request shall be submitted to the employee's supervisor as early as possible, identifying the relationship of the deceased to the employee. Upon return from leave, the employee may be asked to furnish acceptable documentation to his/her supervisor.
- a. An employee who must be away from the job due to a death of a member of his/her *immediate* family shall notify the supervisor on or before the first day of such absence.
 - b. Request for approval of bereavement leave must be submitted to the supervisor on or before the first day the employee returns to work. The request for leave must show the name, relationship and date of death of the employee's immediate family member.
 - c. Leave for death of anyone other than members of the employee's immediate family shall be charged to vacation, compensatory time, or leave without pay, unless there is a showing of "good cause" to deem the deceased person an immediate family member of the employee.
- G. Jury duty: A university employee is entitled to leave to respond to a summons for jury duty and to serve on a jury, if selected. The employee will be granted a reasonable amount of time to report for jury duty and to report to work following dismissal from jury duty.

The employee shall submit the Leave Request/ Notification form, together with a copy of the jury summons, as soon as possible after receipt. Jury time shall be estimated and revised, if necessary, upon return.

Employees working the evening or night shift are entitled to leave time for the assigned shift on the day(s) they have responded to and/or served on jury duty during the day shift. If an employee is required to work the evening or night shift on the day(s) of jury duty, the employee will receive additional compensation at straight time for the time worked.

The employee is entitled to keep any compensation for jury service.

- H. Witness leave: Any university employee called to appear in his/her official capacity in any judicial action, legislative investigation, or as an expert witness on behalf of the university shall consider and report that time as time worked, not leave. They may receive no witness fees for such appearances. However, employees providing witness services on behalf of the university are entitled to paid travel expenses.

A university employee who serves as a witness for any other reason than on behalf of the university is entitled to receive witness fees, but such time must be requested and approved as vacation time, compensatory leave, or leave without pay. If the employee is responding to a subpoena and accrued leave is not available, the supervisor shall be notified and must grant leave without pay.

A university employee called to appear in his/her official capacity in a judicial action, a legislative investigation, or as an expert witness on behalf of the university, shall report such time as time worked. However, the employee's supervisor must be notified of the time away.

- I. Administrative leave: In the event of an emergency closing of the campus or a portion of the campus declared by the president or the presidential designee in accordance with section VI. E. of this MAPP, regular employees who leave or cannot get to the campus as a result of the condition will be granted administrative leave for the period the university is officially closed.
- J. Volunteer firefighter leave: A university employee who is a volunteer firefighter shall be granted a leave of absence not to exceed five days each fiscal year to attend training schools conducted by state agencies. The employee shall submit the Application for Leave form, along with a copy of the notice of the training or meeting, as soon as possible after the notification is received.
- K. Foster parent leave: An employee who is a foster parent to a child under the conservatorship of the Department of Protective and Regulatory Services (DPRS) is entitled to leave of absence to attend DPRS staffing meetings regarding the child or to attend the school district's Admission, Review, and Dismissal (ARD) meetings regarding the child.
- L. Red Cross volunteer leave (Ready Texans Program): Any university employee who is a certified Red Cross disaster service volunteer or who is training to become a volunteer may be granted leave not to exceed 10 days each fiscal year to participate in specialized disaster relief services for the American Red Cross. Such leave must be based on a request from the American Red Cross with the approval of the Governor's Office. This leave is subject to annual limits on the pool of state employee certified disaster volunteers set by the Legislature and coordinated by the Division of Emergency Management and the Governor's Office.

- M. Blind employee training leave: A university employee who is blind (as defined in [section 91.002\(2\)](#) of the Human Resources code) is entitled to leave not to exceed 10 days per fiscal year to acquaint the employee with a seeing-eye dog to be used by the employee.
- N. Faculty development leave: Information on faculty development leaves may be found in the Faculty Handbook or through the Office of the Senior Vice President for Academic Affairs.
- O. Compensatory leave: As defined in MAPP 02.02.03, non-exempt university employees may be entitled to compensatory leave time in lieu of pay for time worked beyond the standard 40-hour workweek. Restrictions and terms differ for non-exempt FLSA and straight-time compensatory leave.

VII. LEAVES OF ABSENCE WITHOUT PAY (Unpaid Leave)

- A. In accordance with the terms of this policy, leave of absence without pay is an authorized temporary release of a staff member from the payroll.
- B. A regular, benefits-eligible employee may be granted a leave of absence without pay for sufficient reason for a period not to exceed 12 months. Except for disciplinary suspensions, active military duty, and workers' compensation situations, all applicable accrued paid leave balances (vacation, compensatory leave, and sick leave) must have been exhausted before the leave without pay period commences. The use of accrued sick leave is, however, restricted to those circumstances that would otherwise qualify the employee for sick leave under state law and university policies (cited in provision V.C. above).
- C. Applicants for such leaves must have been in continuous employment with the University for at least two (2) years. However, the University may grant leave without pay when the absence is due to illness which extends beyond available sick leave with pay. Such leave may be granted provided it:
 - 1. Does not extend beyond the end of the fiscal year;
 - 2. Is recommended by the department head or supervisor;
 - 3. Is approved by the Executive Director of Human Resources.
- D. A leave of absence without pay implies intent from the employee to return to work and intent from the university to return the employee to work. Subject to fiscal constraints, the employing department is required to reinstate an employee to the former position or to one of equivalent requirements and compensation upon expiration of the leave.
- E. A leave of absence without pay of longer than thirty (30) days (other than for military active duty, family and medical leave, parental leave, or workers' compensation) requires the approval of the dean or director and the Executive

Director of Human Resources. Leaves without pay of thirty (30) days or less may be granted with the approval of the employee's supervisor.

- F. The president may grant exceptions to these policy limitations for such reasons as interagency agreements or for other educational purposes.
- G. Except where specified otherwise, an employee will not accrue vacation, sick leave, or state service credit for any full calendar month (i.e., from the first day of a month through the last day of a month, inclusive) on leave without pay. An employee will accrue these credits if any part of a month is paid. Also, no retirement plan contributions are made by the university while the employee is on leave without pay.

Employees may continue group insurance while on leave without pay by making arrangements with the Benefits section of the Human Resources Department to personally pay the total amount of the premium, including what would have been the state's contribution. When on family and medical leave, the state's contribution will be continued, but the employee share of the premium must be paid personally by the employee.

- H. While on leave without pay, the employee is not eligible for holiday pay.
- I. The Faculty Manual and/or the Office of the Senior Vice President for Academic Affairs/Provost should be consulted for special restrictions relating to faculty leaves without pay.
- J. Failure to return to work upon expiration of a leave of absence shall result in the employee's termination.
- K. The University assumes no obligation to return the employee to any specific assignment, title or salary.

VIII. LEAVES THAT MAY BE PAID OR UNPAID

- A. Workers' compensation leave: All university employees are covered under provisions of the Texas Workers' Compensation Act. Under this act, if an employee is injured on the job or sustains a job-related illness and the employee's claim is accepted for workers' compensation benefits, the employee is eligible for workers' compensation leave. When on workers' compensation leave, the employee may elect to take accrued paid sick leave, vacation, and/or compensatory time; or the employee may take leave without pay from the university, during which the employee is compensated at a percentage of his/her salary by the State of Texas Attorney General's Office. In either case, the State of Texas covers medical costs.

- 1. An employee who is injured on the job shall immediately report any injury that occurs to their supervisor. In all cases, an injured employee

must notify his/her supervisor or manager about an “on the job” injury no later than the 30th day after the injury occurs, or if the injury is an occupational disease, no later than the 30th day after the employee knew or should have known that the disease might be related to the employment. All “on the job” injuries should be reported regardless of how minor they may appear.

- The first Report of Injury shall be filed with the Environmental Health and Safety department.
2. Forms used for reporting job-related injury or illness for eligibility for compensation under the Workers' Compensation Act may be obtained from the Environmental Health and Safety Department. If the leave involves leave without pay, a personnel action form (PAF) shall be submitted, indicating the reason for the leave.
 3. Payments of compensation for time lost from work due to an “on the job” injury is made directly to the employee on a weekly basis, unless monthly benefits are requested. Only those employees who are physically unable to perform their usual job task for more than seven days following the date of injury are eligible to receive weekly compensation payments.
 4. The first seven (7) consecutive or cumulative days following the injury date are called the waiting period and no weekly compensation payment is due for the time lost for that period. However, if an employee is off work for more than fourteen (14) calendar days, the weekly compensation for the waiting period is paid retroactively.
- B. Family and medical leave: As detailed in MAPP 02.03.02, an eligible employee is entitled to a maximum of 12 weeks of family and medical leave in a year (as defined) for the following events or conditions:
- The birth of a child and the care of the newborn
 - The placement of a child with an employee in connection with the adoption or state-approved foster care of the child
 - The serious health condition of a child, parent, or spouse of the employee
 - A serious health condition of the employee
 - Active Duty Leave
 - Caregiver Leave

The employee taking family and medical leave must use all applicable accrued paid leave balances (including accrued sick leave and vacation, but not compensatory leave) unless concurrently on workers' compensation. The use of accrued sick leave is restricted to those circumstances that would otherwise qualify for sick leave usage under state law and University sick leave policy

(MAPP 02.03.04). If paid leave balances are exhausted, the remainder of the 12 weeks of family and medical leave will be on leave without pay.

The Application for Leave form shall be submitted, along with the Application for Family or Medical Leave form and the health care provider's certification, in accordance with MAPP 02.03.02. When the request involves leave without pay, leave without pay shall be indicated on the timesheet, with information indicating the reason for the leave.

Additional information regarding family and medical leave may be obtained in MAPP 02.03.02.

- C. Parental leave: Under MAPP 02.03.03, an employee who is not eligible for family and medical leave is entitled to a maximum of 12 weeks of parental leave for the following events:

- The birth of a child to the employee and the care of the newborn.
- The placement of a child under three years of age with an employee in connection with the adoption or state-approved foster care of the child.

The employee taking parental leave must use all applicable accrued paid leave balances (including accrued sick leave, vacation, and compensatory leave). The use of accrued sick leave is restricted to those circumstances that would otherwise qualify for sick leave usage under state law and University sick leave policy (MAPP 02.03.04). If paid leave balances are exhausted, the remainder of the 12 weeks of family and medical leave will be on leave without pay.

Additional information regarding parental leave may be obtained in MAPP 02.03.03.

- D. Military leave: Under the General Provisions of the [General Appropriations Act](#), and the [State Government Code](#), Texas Southern University employees who are members of state military forces or a component of the armed forces are entitled to military leave of absence with pay for a maximum of 15 days per federal fiscal year for training or active duty authorized by a property authority.

State law also requires that a state employee's work schedule be adjusted as needed so that two of the employee's non-work days per month coincide with two days of military duty to be performed by the employee.

After exhausting the 15 days of paid military leave, the employee may use accrued vacation leave to the extent available and/or be placed in a leave without pay status for the remainder of the active duty period.

Employees called to active duty are entitled to re-employment following discharge if the individual received an honorable discharge, if application for re-employment is made within ninety (90) days of discharge, if the length of active

duty does not exceed five years, and if the employee is physically and mentally qualified to perform the essential functions of that position.

The employee shall submit the Application for Leave form, along with a copy of his/her orders, as soon as possible after the orders are received. When the request involves leave without pay, leave without pay shall be indicated on the timesheet, with information indicating the reason for the leave.

1. **Call to National Guard Active Duty by the Governor:** A state employee called to state active duty as a member of the state military forces by the Governor because of an emergency is entitled to receive emergency leave without loss of military or annual leave. This leave is not limited and will be provided without a deduction in salary. An Application for Leave form with supporting documentation should be completed by the employee and submitted to the supervisor.
 2. **Certain Benefits and Protections for State Service:** A member of the state military forces who is ordered to active state duty by the Governor or by other proper authority under the law of this State is entitled to the same benefits and protections provided.
 3. **Call to National Duty:** A member of the National Guard or any reserve branch of the U.S. Armed Forces called to federal active duty during a national emergency is entitled to an unpaid leave of absence after exhausting the fifteen (15) days of paid military leave. The employee retains any accrued sick or annual leave. The employee does not earn sick or annual leave during this period. However, he or she does accrue state service credit. The employee may use any accrued annual leave, compensatory time, or overtime leave to maintain benefits for the employee or the employee's dependents while on military leave. Additionally, the employee may continue to accrue service credit with ERS by receiving at least one hour of state pay during each month of active military service. The employee may use a combination of paid leave to qualify for state pay.
- E. Certified American Red Cross Activities Leave: Employees who are certified disaster service volunteers of the American Red Cross or are in training to become a volunteer are entitled to paid leave not to exceed ten (10) days each fiscal year. The employee must have the approval of his/her supervisor, the Governor, and a formal request from the American Red Cross. An Application for Leave form with supporting documentation should be completed by the employee and submitted to the supervisor.
- F. Leave for Employees with a Disability: A state employee whose is a person with a disability shall be granted a paid leave of absence not to exceed ten (10) days each fiscal year for the purpose of attending a training program to acquaint the employee with an assistance dog to be used by the employee. An Application for

Leave form with supporting documentation should be completed by the employee and submitted to the supervisor.

G. Time Off to Vote: Employees shall allow sufficient time off, without deduction in salary, to vote in each national state, local election.

H. Parent-Teacher Conference Leave: An employee may use up to eight (8) hours of sick leave each fiscal year to attend parent-teacher conference sessions for the employee’s children who are in pre-kindergarten through twelfth grade. The employee must give reasonable notice of his or her intention to use this leave. Part-time employees receive this leave on a proportionate basis.

IX. TIME AWAY THAT IS NOT CONSIDERED LEAVE

Time away from the office as a witness on the university's behalf, to attend conferences and other work-related training, or to attend college credit courses approved under The College Program is considered time worked and should not be requested or reported as leave.

X. REVIEW AND RESPONSIBILITIES:

Responsible Party: Associate Vice President of Human Resources/ CHRO

Review: Every 3 years, on or before September 1

XI. APPROVAL

Edward C. Ness
Vice President for Administration and Finance

John M. Rudley
President

Effective Date March 2016

