

## Miscellaneous Leaves of Absence

Responsible Officer: Vice President for Human Resources

Sponsoring Department: Human Resources

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#### **I. Jury and Witness Fees (Court Duty)**

Any employee is entitled to serve on a jury without any deduction from wages. Any compensation for jury service need not be accounted to the state by the employee. In order to qualify for pay during periods of such service, the employee shall furnish documentary proof of service to his or her immediate supervisor.

- A. An employee called to appear in an official capacity in any judicial action or legislative investigation is not entitled to any witness fees for such a governmental appearance. However, if the appearance is not in an official capacity but is for the purpose of testifying from personal knowledge, an employee may accept any customary witness fees. In the case of an employee whose appearance as an expert witness is not in an official capacity, the employee may receive compensation only when such an appearance is made on his or her own leave time. The limitations relating to witness fees do not extend to any mileage or per diem allowance paid to the state employee or official for expenses incurred while serving as a witness as long as there is no double reimbursement to the employee for expenses.
- B. The General Appropriations Act, HB1, 75th Leg. (Art. IX, Sec. 2 (3), provides that "No deduction shall be made from the salary or wages of any State employee who is called for jury service; nor shall such employee be required to account to the State for any fee or compensation received for jury service.

## **II. Funeral Leave**

A regular employee in a position that does not require student status will be granted funeral leave, without the loss of pay, for a death in his or her immediate family. Immediate family is defined as the employee's spouse, or the employee's or spouse's parents, brothers, sisters, grandparents, grandchildren and children. The amount of time granted shall not exceed three days. However, the full three days are not automatically granted since it is intended that such leave be limited to the reasonable amount of time necessary for travel, funeral arrangements, funeral services, and being with other family members during the immediate period of bereavement.

## **III. Foster Parent Leave**

An employee, who is a foster parent to a child under the conservatorship of the Department of Protective and Regulatory Services is entitled to a leave of absence with full pay for the purpose of attending staffing meetings held by the Department of Protective and Regulatory Services regarding the child under the foster care of the employee, or to attend the Admission, Review and Dismissal (ARD) meeting held by a school district regarding the child under the foster care of the employee.

## **IV. Emergency Leave**

Upon recommendation by the Director of Human Resources, the President or designate of the University may make a determination on other reasons for emergency leaves and shall grant an emergency leave, when in his/her determination, the employee shows good cause for such leave.

## **V. Time Off for Voting**

An employee may be granted a reasonable period of time off, normally not to exceed two hours, to vote during the regular work day when it is not possible for the employee to vote either before or after regular working hours on an official election day or during the early voting period. Such time off will be reported as time worked, and no reduction in vacation leave or salary will be made.

## **VI. Leave for Volunteer Firefighter Training**

Employees who are volunteer firemen, emergency medical services volunteers and search and rescue volunteers shall also be granted a leave of absence with full pay to attend training schools conducted by state agencies provided such leave does not exceed five (5) working days in any one fiscal year. The leave of absence shall in no way be charged against the employee's vacation or sick leave privileges. Department heads may grant leave with full pay to volunteer firemen, emergency medical services volunteers and search and rescue volunteers for the purpose of responding to emergency fire situations. A leave of absence shall not be charged

against the employee's vacation or sick leave privileges.

**VII. Leave for Reserve Law Enforcement Officer Training**

Employees who are reserve law enforcement officers shall also be granted a leave of absence with full pay to attend training schools conducted by state agencies provided such leave does not exceed five (5) working days in any one fiscal year. Department heads may grant leave with full pay to reserve deputies, reserve deputy constables, and reserve police force. The leave of absence shall in no way be charged against the employee's vacation or sick leave privileges.

**VIII. Leave for Certified American Red Cross Activities**

A University employee, who is a certified disaster service volunteer of the American Red Cross or who is in training to become such a volunteer, with the authorization of the employee's supervisor, may be granted a leave not to exceed ten days each fiscal year to participate in specialized disaster relief services for the American Red Cross, upon the request of the American Red Cross and with approval of the Governor's office, without loss of pay, vacation time, sick leave or earned overtime, and/or compensatory time. Notwithstanding this provision, the pool of state employees certified disaster volunteers shall not exceed 350 participants at any one time. A list of such employees will be coordinated with the Division of Emergency Management and Governor's office. Within sixty days of any request made by the American Red Cross, a report shall be prepared by the American Red Cross for the Legislative Budget Board setting forth the reasons and needs for any request made.

**IX. Leave for Bone Marrow Donations/Organ Donations/Blood Donations**

Employees of the University of Texas at Arlington are eligible for up to five (5) days of paid leave per fiscal year to serve as a bone marrow donor, up to 30 days of paid leave in a fiscal year to serve as an organ donor and up to four (4) absences for a reasonable period of time for blood donation per fiscal year without loss of pay, vacation time, sick leave or earned overtime, and/or compensatory time.

**X. Assistance Dog Training for Employee with a Disability**

The Texas Government Code, Section 661.910 states the following:

- A University employee who is a person with a disability as defined by Section 121.002 Human Resources Code, is entitled to a leave of absence without a deduction in salary for the purpose of attending a training program to acquaint the employee with an assistive dog to be used by the employee. The leave may not exceed 10 working days in a fiscal year.

**XI. Record Keeping**

The employing department is responsible for maintaining accurate records for each employee's absences, both paid and unpaid. The records shall contain the actual dates, as well as a clear and concise reason for the absence.