

**THE UNIVERSITY OF TEXAS OF THE PERMIAN BASIN
OFFICE OF HUMAN RESOURCES
POLICY AND PROCEDURES MEMORANDUM**

EMERGENCY & FUNERAL LEAVE

DATE: February 1, 2006

1. PURPOSE

The purpose of this policy is to provide for the administration of emergency and funeral leave.

2. POLICY

An employee of The University of Texas of the Permian Basin who is appointed to work at least twenty hours per week for a period of four and one-half months or more in a position that does not require student status as a condition of employment will be granted emergency leave for a death in the employee's family. An employee's family is defined for these purposes as the employee's spouse, or the parent, brother, sister, grandparent, grandchild, or child of the employee or the employee's spouse.

An employee may be granted emergency leave for other reasons determined to be for good cause, with the required approval.

An employee who is in the National Guard and is called to active duty by the Governor is entitled to paid emergency leave for the time in which that employee is on active duty. This time is not limited and does not count against military leave or annual leave.

An employee on unpaid military leave will be granted sufficient emergency leave as differential pay if the employee's military pay is less than the employee's state gross pay. The combination of emergency leave and military pay may not exceed the employee's actual state gross pay.

3. PROCEDURES

3.1 Funeral Leave

Leave granted for a death in the employee's family may be authorized for a period not to exceed three workdays. Days used for this purpose are not required to be consecutive.

Emergency leave of up to three workdays due to a death of an employee's family member as named in the statute may be approved by the department head and The University of Texas of the Permian Basin Office of Human Resources.

3.2 Other Emergency Leave

The President, upon recommendation of the Office of Human Resources, will make a determination on other reasons for emergency leave when the employee shows good cause for such leave.

Examples of such reasons include: the death of a relative other than those named above or of an individual who acted as the employee's parent, "in loco parentis", in cases of natural disaster, e.g., flooding or fire; or the need for a number of days other than those described above.

3.3 The employee must notify the supervisor immediately when time off is needed for emergency leave.

3.4 Emergency differential pay to an employee on unpaid military leave does not include money the employee receives:

For service in a combat zone, as hardship pay; or for being separated from the employee's family.

3.5 Emergency Leave should be designated on the Time Report or Leave Request form as "Emergency Lv-incl Funeral," with a descriptive statement given in the Notes section.

In all cases, the reason for the emergency leave must be fully documented.

4. AUTHORITY

Texas Government Code, §§ 661.901-.902, § 661.9041; § 431-0825
State Auditor's Office Leave Interpretation Letter 98-06

5. APPLICATION

This policy applies to The University of Texas of the Permian Basin.