

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

**OTHER LEAVE**

**DATE:** February 1, 2006

**1. PURPOSE**

This policy provides for the administration of other types of leave authorized by the *Texas Government Code*, as described in this policy.

**2. POLICY**

Employees who work at least 20 hours per week for a period of at least four and one half months, who are not employed in a position for which the employee is required to be a student as a condition of employment, may be eligible for the following types of leave:

**2.1 Volunteer Firefighter and Emergency Medical Services Volunteer Leave**

An employee who is a volunteer firefighter or an emergency medical services volunteer is entitled to a leave of absence without a deduction in salary to attend fire service or emergency medical services training conducted by a state agency or institution of higher education. Leave without a deduction in salary under this subsection may not exceed five working days in a fiscal year. A state agency or institution of higher education may grant leave without a deduction in salary to a volunteer firefighter or an emergency medical services volunteer for the purpose of allowing the firefighter or emergency medical services volunteer to respond to emergency fire or medical situations.

**2.2 Foster Parent Leave**

An employee who is a foster parent to a child under the conservator ship of the Texas Department of Family and Protective Services (DFPS) is entitled to leave with pay for the purpose of attending meetings held by DFPS regarding the child or an admission, review, and dismissal meeting held by the school district regarding the child.

**2.3 Parent-Teacher Conference Leave**

An employee may use up to eight hours of sick leave each calendar year to attend parent-teacher conference sessions for the employee's children who are in pre-kindergarten through twelfth grade. (See Policy and Procedures Memorandum, "Sick Leave")

**2.4 Red Cross Disaster Service Volunteer Leave**

An employee who is a certified disaster service volunteer of the American Red Cross or who is in training to become a volunteer may be granted leave up to ten days each fiscal year to participate in specialized disaster relief services for the American Red Cross. The employee must have authorization from the supervisor in addition to a request to volunteer from the American Red Cross and the approval of the governor. If the above conditions are met, the employee will not lose pay or paid leave during the leave.

## **2.6 Assistance Dog Training Leave for Employees with a Disability**

An employee with a disability is entitled to leave with pay for the purpose of attending a training program to acquaint the employee with an assistance dog to be used by the employee for the employee's disabling medical condition. Leave may not exceed ten working days in a fiscal year. A "person with a disability" is one who has a mental or physical disability, including mental retardation, hearing impairment, deafness, speech impairment, visual impairment, or any health impairment that requires special ambulatory devices or services. A training program must be recognized for providing specific focus on training disabled individuals to work with an assistance dog for his or her disabling medical condition.

## **2.7 Leave for Organ or Bone Marrow Donors**

An employee is entitled to leave with pay for a period of time not to exceed five working days in a fiscal year to serve as a bone marrow donor.

An employee is entitled to leave with pay for up to 30 working days in a fiscal year to serve as an organ donor.

## **2.8 Leave for Donation of Blood**

An employee may take sufficient time off without a deduction in salary or accrued leave to donate blood, provided the supervisor has approved the employee's request for time off. Upon return to work, the employee must provide documentation that the employee donated blood during the period of absence. If an employee fails to provide such documentation, the supervisor will require the employee to use annual leave, or be placed on leave without pay if the employee does not have accrued annual leave. An employee may receive time off for this purpose no more than four times in a fiscal year.

# **3. PROCEDURES**

**3.1** An employee using leave in any of the categories listed in this policy must, whenever possible, provide the supervisor adequate documentation to support the leave request in advance of taking leave. When prior documentation is not possible, documentation regarding the employee's leave in this category must be provided to the supervisor upon the employee's return to work

**3.2** An employee taking leave for a foster parent-teacher conference should code the time absent as “sick leave” and indicate in the Details section that the purpose of the leave was to attend a foster parent-teacher conference.

**3.3** For all other leave categories included in this policy, the employee should code the time absent as “Other-explain” and provide an explanation in the Details section.

**4. AUTHORITY**

*Texas Government Code*, §§ 661.905-907, §§ 661.910-911, §§ 661.916-917

**5. APPLICATION**

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