

### 03.603 Emergency/Administrative Leave.

1. Emergency Leave. A staff member will be granted emergency leave without the loss of regular pay for reason of death in the family. Under the Texas Government Code, for emergency leave purposes, "family" is defined as the employee's spouse, or the employee's or spouse's parents, brother, sisters, grandparents, grandchildren, and children.<sup>1</sup> In addition, the Chancellor of the System has extended the definition of "family" to include aunts, uncles, nieces, nephews, sons-in-law, daughters-in-law, and brothers-in-law and sisters-in-law. The amount of time granted shall normally not exceed three (3) days. Requests for leave in excess of three days may be approved, based on the facts and circumstances of each case. A full three days is not automatically granted since it is intended that such leave be limited to the reasonable amount of time necessary for travel, funeral arrangements, funeral or memorial services, and being with other family members during the immediate period of bereavement. Requests for such leave must be submitted to the department official who has authority to approve leave. Requests for emergency leave for reason of death of a family member not mentioned must be approved by the Chancellor *or designee*.
  
2. Administrative Leave. The Chancellor *or designee* may consider other requests for emergency leave which do not meet the criteria above. Such leave will be designated as administrative leave. The granting of administrative leave is normally limited to cases involving unusual or emergency situations. The Chancellor or designee may grant administrative leave when the employee shows good cause for such leave.<sup>2</sup> Administrative leave also may be approved for specific circumstances which include:
  - a. closing of the System due to inclement weather,
  - b. situations in which the work location is uninhabitable or dangerous,
  - c. funerals or memorial services for co-workers or System associates, or funerals or memorial services for immediate family members of co-workers,
  - d. severely catastrophic medical situations when all other paid leave options available to the employee have been exhausted and when circumstances warrant such leave,
  - e. some disciplinary cases when an investigation is in progress or when an employee's security or safety is an issue,
  - f. as a reward for outstanding performance as documented by employee performance appraisals for up to a maximum of 32 hours in one fiscal year,<sup>3</sup> or

- g. as a supplement to an employee's military pay total entitlement in cases of state employees called to active duty in the regular Armed Forces or National Guard in support of the Homeland Security mission under Title 10 or Title 32 of the United States Code. See Military Leave (Extended) / Reinstatement of Veterans policy for details.

The department head approves requests for administrative leave to attend funerals or memorial services for coworkers, other System associates, or immediate family members of co-workers. Requests for administrative leave for reasons other than to attend such funerals or memorial services as indicated above must be reviewed and approved by the Department Head, UNT Assistant Vice President for Human Resources, Vice Chancellor, and the Chancellor.

### 3. General.

- a. Administrative leave is normally appropriate only when all forms of applicable paid leave have been exhausted. Vacation leave is an exception to this rule if it is determined that it would be unfair to the staff member to require that he/she take vacation for emergency situations beyond his/her control.
- b. If the circumstance in question does not meet criteria for emergency (funeral) leave, or for one of the seven types of administrative leave defined in section 2 above, it should be of significant impact, and generally should be catastrophic in nature. Examples for which the granting of administrative leave may be appropriate include attending the funeral of a very close associate/friend and/or if the employee has been requested to speak at the funeral or interment.
- c. Severely catastrophic medical emergencies may be eligible, although the employee must have exhausted all applicable paid leave options (e.g., sick leave accruals, sick leave pool) prior to making a request for Administrative Leave. In regard to these guidelines, catastrophic medical emergencies shall normally be a limited terminal illness, or other severe medical circumstances involving extended hospitalization.
- d. Generally, awards should be for no more than the reasonable period of leave as indicated by the circumstances of the case for serving the immediate emergency needs of the employee and/or their family.
- e. In some situations the Chancellor or a designee may determine that it is in the best interest of the institution that the employee be placed on Administrative leave, as in some disciplinary cases when an investigation is in progress, or for the employee's security or safety.

- f. Situations in which the employee has a demonstrated financial emergency (e.g., pending loss of the employee's home or other major financial crisis affecting the safety or security of the employee or their family) should receive greater consideration than those situations in which the employee's "safety net" of benefits (i.e., sick leave, vacation leave, sick leave pool, disability coverage, etc.) is already adequate.
- g. Situations for which additional paid leave would assist in bridging the employee to a greater level of retirement or insurance benefits (e.g., 20 years creditable TRS service, or 10 years eligible service for retiree insurance eligibility) should receive greater consideration than those situations in which the achievement of significant additional benefits are not a factor.
- h. The employee's length of service with the System and their employment record (performance and disciplinary issues) may be considered. (These should not be confused with the employee's status or rank, i.e., administrator vs. clerical worker, professional vs. service employee, etc.)
- i. The Chancellor or designee may grant administrative leave to individuals in specific departments or buildings when the work location is determined to be uninhabitable or dangerous due to accident, malfunction of equipment or systems, or construction, renovation, or repair work, and no alternative work location or assignment is available. It may also be feasible, however, for the employee(s) in such circumstances to be required to take accrued unused vacation or compensatory leave, or some combination of administrative leave and use of vacation or compensatory leave may be granted.
- j. Administrative leave may be requested by an employee and approved by the department head for the employee to attend the funeral of a co-worker or other System employee with whom they regularly worked. Department heads, however, must ensure minimum coverage of the department.
- k. The financial impact to the System (at the departmental level) of the employee's continued absence and additional paid leave may not be considered.
- l. Administrative leave granted under this provision normally shall be for a short duration and may be terminated at any time at the option of the System.
- m. Vacation and sick leave credits continue to accrue during emergency/administrative leave.
- n. Emergency or administrative leave should be requested in advance if possible, or as soon as a staff member knows he/she will be absent. An Application for Approval of Leave Form UPO- 15 must be submitted to the departmental official who has the authority to approve leave. The department official who

has this authority is the head of the department unless otherwise directed by the Vice Chancellor or Chancellor. Administrative leave requests must be forwarded to the Chancellor.

- o. Emergency/administrative leave utilized should be recorded on the staff member's departmental Regular Staff Member Time Card, Form UPO-24.

References:

1. Texas Government Code, 661.206; 661.902
2. Texas Government Code, 661.902
3. Texas Government Code, 661.911