

Policies of the University of North Texas System Administration	Chapter 03
<b>03.603 Emergency Leave, Leave During an Investigation and Administrative Leave</b>	Human Resources

**Policy Statement.** The University of North Texas System Administration provides leaves of absence with pay for employees who have a death in the family, as a reward for outstanding performance, and for other good cause as determined by the Chancellor. Emergency and administrative leave are not charged against an employee’s vacation, sick leave, or compensatory time accruals.

**Application of Policy.** All regular staff.

**Definitions.**

1. **Family.** “Family” means an employee's spouse, or the employee's or spouse's parents, brother, sisters, grandparents, grandchildren, children, aunts, uncles, nieces, nephews, sons-in-law, daughters-in-law, and brothers-in-law and sisters-in-law.
2. **Regular Staff Member.** “Regular Staff Member” means an employee who is scheduled to work at least 20 hours per week for a period of at least 4 ½ continuous months and is not employed in a position for which the employee is required to be a student as a condition of the employment.

**Procedures and Responsibilities.**

1. **Emergency Leave.**
  - a. **Death in the Family.** A staff member will be granted emergency leave without the loss of regular pay for reason of death in the family. 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. Emergency leave should be requested as soon as a staff member knows of the need to be absent. A leave request must be submitted to the department official with 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.

b. Other good cause.

The Chancellor or designee may grant emergency leave to a staff member if the staff member requests the leave and the Chancellor or designee determines that the staff member has shown good cause for taking emergency leave.

Responsible Party: Department official, Chancellor or designee

2. Leave During Agency Investigation.

The Chancellor or designee may grant leave to a staff member without loss of regular pay in salary when the staff member is the subject of, victim of, or witness to events that are the subject matter of an investigation being conducted by System Administration.

Responsible Party: Chancellor or designee

3. Administrative Leave. The Chancellor or designee may grant administrative leave without the loss of regular pay as a reward for outstanding performance as documented by employee performance appraisals for up to a maximum of 32 hours in one fiscal year.

Responsible Party: Chancellor or designee

**References and Cross-references.**

Texas Government Code Chapter 661

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