

Policies of the University of North Texas System Administration	Chapter 03
03.623 Miscellaneous Leave with Pay	Human Resources

Policy Statement. The University of North Texas System Administration (System Administration) provides leave with pay to eligible employees for specified purposes, provided eligibility and documentation criteria are met. These forms of leave are not charged against an employee’s vacation, sick leave, or compensatory time accruals.

Application of Policy. Regular staff.

Definitions.

1. Regular staff. “Regular staff” means employees who are appointed to work at least twenty (20) hours per week for a period of at least four and one-half (4 ½) months in a position that does not require student status as a condition of employment.
2. Supervisor. “Supervisor” means the individual to whom the employee reports and who has the responsibility to assign and evaluate the employee’s work.

Procedures and Responsibilities.

A. Amateur Radio Operator.

An employee who holds an amateur radio station license issued by the Federal Communications Commission may be granted paid leave, not to exceed ten (10) working days each fiscal year, to participate in specialized disaster relief services if the leave is taken:

1. with the authorization of the employee’s supervisor; and
2. with the approval of the Governor.

B. American Red Cross Disaster Service Volunteers.

An employee who is a certified disaster service volunteer of the American Red Cross or who is in training to become such a volunteer may be granted paid leave, not to exceed ten (10) working days each fiscal year, to participate in specialized disaster relief services for the American Red Cross if the leave is taken:

1. on the request of the American Red Cross;

2. with the authorization of the employee's supervisor; and
3. with the approval of the Governor.

C. Assistance Dog Training for Employees with a Disability.

An employee with a disability is entitled to a paid leave of absence, not to exceed ten (10) working days in a fiscal year, to attend a training program to acquaint the employee with an assistance dog to be used by the employee.

An employee with a disability means a person who has a mental or physical disability, an intellectual or developmental disability, a hearing impairment, deafness, a speech impairment, a visual impairment, post-traumatic stress disorder, or any health impairment that requires special ambulatory devices or services.

To be eligible for this leave, the employee must provide documentation of training arrangements to the supervisor.

D. Blood Donor.

1. An employee is allowed sufficient time off, with pay, to donate blood.
2. An employee may receive time off to donate blood by obtaining approval from their supervisor before taking time off.
3. On returning to work after taking time off to donate blood, an employee must provide their supervisor with proof that the employee donated blood during the time off. If the employee fails to provide proof that they donated blood during the time off, the time off period will be deducted from the employee's accrued leave or salary, whichever the employee chooses.
4. An employee may receive time off to donate blood not more than four (4) times in a fiscal year.

E. Compensatory Time.

See Compensatory and Overtime Policy.

F. Court Appointed Special Advocate (CASA) Volunteers.

An employee may be granted paid leave, not to exceed five (5) hours each month, to participate in mandatory training or perform volunteer services for Court Appointed Special Advocates.

To be eligible for this leave, the employee must provide a copy of any notice received or other documentation affirming the date, time, and location of the volunteer services to their supervisor.

G. Foster Parents.

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 paid leave of absence for the purpose of attending:

1. meetings held by the Department of Protective and Regulatory Services regarding the child under the foster care of the employee; or
2. an Admission, Review, and Dismissal (ARD) meeting held by a school district regarding the child under the foster care of the employee.

To be eligible for this leave, the employee must provide a copy of any notice received or other documentation affirming the date, time, and location of the meeting or ARD to their supervisor.

H. Jury Service or Witness Service.

1. Jury Service

An employee is entitled to a paid leave to respond to a summons for jury service and to serve on a jury, if selected. An employee is entitled to accept any fee or compensation received for jury service without deduction to the employee's salary. Documentation of jury service must be provided to the employee's supervisor.

2. Witness Service

- a. An employee who appears as a witness in an official capacity, on behalf of the System Administration, in a judicial proceeding or legislative hearing shall consider and report the time as worked and shall not accept or receive a witness fee for their appearance. An employee who appears as a witness in an official capacity, on behalf of the System Administration, in a judicial proceeding or legislative hearing may receive reimbursement for travel and a per diem, or reimbursement for expenses connected to the appearance, so long as there is not double reimbursement to the employee for those expenses.
- b. An employee who appears as a witness, in a capacity other than their official capacity as an employee, in a judicial proceeding or legislative hearing is entitled to receive any customary witness fees for the appearance. The

employee shall notify their supervisor and use eligible accrued leave. If eligible accrued leave is not available, the supervisor must grant leave without pay.

- c. An employee who appears as an expert witness in a judicial proceeding or legislative hearing may accept compensation for the appearance and reimbursement for travel expenses so long as the employee does not receive double compensation for those expenses. For purposes of this section, paid leave is not considered to be double compensation. An employee may use eligible accrued leave. If the employee does not have eligible accrued leave, then the employee must take leave without pay.

I. Medical and Mental Health Care Leave for Certain Veterans.

An employee who is a veteran and eligible for health benefits under a program administered by the Veterans Health Administration of the United States Department of Veterans Affairs (VA) may be granted paid leave, not to exceed fifteen (15) working days each fiscal year, to obtain medical or mental health care administered by the VA, including physical rehabilitation. A veteran means a person who has served in the Army, Navy, Air Force, Coast Guard, or Marine Corps of the United States; or the Texas National Guard and the Texas Air National Guard.

The Chancellor may annually grant additional days of leave as appropriate for the employee.

J. Organ Donor or Bone Marrow Donor.

An employee is entitled to a paid leave of absence to serve as an organ donor or bone marrow donor. An employee must provide notification, in advance, to their supervisor before taking a leave to serve as an organ donor or bone marrow donor.

The leave of absence provided by this section may not exceed:

1. thirty (30) working days in a fiscal year to serve as an organ donor; or
2. five (5) working days in a fiscal year to serve as a bone marrow donor.

K. Parental Leave.

See Parental Leave policy.

L. Reserve Law Enforcement Officers.

An employee who is a reserve law enforcement officer is entitled to a paid leave of absence, not to exceed five (5) working days each fiscal biennium, to attend training. A reserve law enforcement officer means an individual designated as a reserve law enforcement officer under a county, municipal, or district police reserve force.

To be eligible for this leave, the employee must provide in advance to the employee's supervisor documentation of their status as a reserve law enforcement officer and documentation of training.

K. Sick Leave.

See Sick Leave policy.

L. Vacation.

See Vacation policy.

M. Volunteer Firefighters, Emergency Medical Services Volunteers, and Search and Rescue Volunteers.

1. Training. An employee who is a volunteer firefighter, an emergency medical services (EMS) volunteer, or a search and rescue volunteer is entitled to a paid leave of absence, not to exceed five (5) working days each fiscal year, to attend fire service, emergency medical services, or search and rescue training conducted by a state agency or institution of higher education.

Emergency medical services volunteer means emergency medical services personnel who provide emergency prehospital care without remuneration, except reimbursement for expenses.

Search and rescue volunteer means an individual who without remuneration, except reimbursement for expenses, provides services for or on behalf of an organization that conducts search and rescue activities.

2. Responding to an Emergency Fire, Medical, or Search and Rescue Situation. An employee who is a volunteer firefighter, an emergency medical services volunteer, or a search and rescue volunteer may be granted a paid leave for the purpose of allowing the firefighter, emergency medical services volunteer, or search and rescue volunteer to respond to emergency fire, medical, or search and rescue situations.

To be eligible for this leave, the employee must provide, in advance, to the employee's supervisor documentation of their status as a certified volunteer firefighter or EMS volunteer.

N. Voting.

An employee shall be provided sufficient time off with pay during the workday to vote in each national, state, or local election. The employee should notify the supervisor of the employee's intent to use work time to vote. There is no need to record the time absent to vote; this time is reported as time worked.

References and Cross-references.

Texas Administrative Code Chapter 9
Texas Education Code Chapter 51
Texas Election Code Chapter 276
Texas Government Code Chapter 431
Texas Government Code Chapter 434
Texas Government Code Chapter 659
Texas Government Code Chapter 661
Texas Government Chapter 814
Texas Health and Safety Code Chapter 773
Texas Human Resources Code Chapter 121
Texas Labor Code Chapter 401
Texas Occupations Code Chapter 1701
System Administration Policy 03.602, Compensatory Leave and Overtime
System Administration Policy 03.609, Sick Leave
System Administration Policy 03.603, Vacation Leave
System Administration Policy 03.619, Parental Leave

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