

Texas A&M University-San Antonio

31.03.03.00.01 Leave of Absence With Pay
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Procedure Statement

This Procedure will define and clarify how Texas A&M University-San Antonio (A&M-San Antonio) administers leaves of absences with pay.

Reason for Procedure

There are certain events that require more direction than Texas A&M University System (System) Regulation [31.03.03 *Leave of Absence With Pay*](#) specifies. This Procedure will establish a consistent method of applying Leaves of Absence with Pay. This Procedure will clarify how A&M-San Antonio handles emergency leaves and other Leaves of Absence with Pay circumstances.

Official Procedure and Responsibilities

1. GENERAL

- 1.1 A regular employee, as defined by System Regulation [31.01.01 *Compensation Administration*](#), Section 2.1, is eligible for leaves of absences with pay.
- 1.2 Leaves of absences with pay described in this procedure will not be charged against employee vacation, sick leave, or compensatory time accruals.
- 1.3 All leave of absences with pay must be documented in LeaveTraq before or within three business days from the leave of absence date.

2. LEAVE OF ABSENCE WITH PAY - EMERGENCY LEAVE

2.1 Death of a Family Member

- 2.1.1 Depending on the circumstances (i.e. extended travel times), up to five days of emergency leave with pay for the death of a family member may be approved. Emergency leaves for more than five work days must be prior approved by the president and division heads.
- 2.1.2 The individual leave granted is intended to provide for usual circumstances that occur due to the death of a family member. Additional time needed will normally be charged to accrued vacation, or if applicable, available compensatory time.
- 2.1.3 An employee's allowance of five work days of paid emergency leave hours need not be taken consecutively, but must be taken within 30 days from the date of the family member's death.
- 2.1.4 The employee will submit a leave of absence with pay document in LeaveTraQ for the approved number of hours of leave with pay.

2.2 Leave of Absence with Pay - Unsafe Working or Travel Conditions

- 2.2.1 The president will determine if working or travel conditions are unsafe for university personnel. The president will determine the time period to be granted as leave.
- 2.2.2 The employee will submit a leave of absence with pay document in LeaveTraQ for the number of hours of leave with pay that the president has granted.
- 2.2.3 Paid leave (vacation/sick/compensatory time) submitted and approved in LeaveTraQ for the date and hours covering the leave of absence with pay will not be credited back to an employee unless approved by the President.

2.3 Other Circumstances

- 2.3.1 Division heads may recommend the president's approval of up to 40 hours of paid leave per fiscal year, for other reasons such as, catastrophic situations or force majeure events related to one's homeownership (fire or flood).
- 2.3.2 Employees facing a potential emergency leave with pay situation not described in the System Regulation must submit, in writing, to their supervisor the reason for the emergency leave of absence with pay request. This must be reviewed by the division head, and if recommending approval, the request must be sent to the president for review and approval. If approved, a copy of the approval along with supporting documentation must be submitted to the Human Resources

department who will notify the employee, division head, and Payroll Services of the decision.

2.3.3 Employees must have exhausted all accumulated vacation and compensatory time before requesting an emergency leave with pay under “other circumstances”.

2.3.4 There may be other situations where the president authorizes a leave of absence for employees.

2.4 Court Subpoena

2.4.1 Supervisors shall grant leave of absence with pay when an employee is subpoenaed to appear in a court of law in an official capacity for the university or as an expert witness. A copy of the subpoena shall be forwarded to payroll services for documentation.

3. JURY SERVICE

3.1 Unless excused by their supervisor, employees are expected to report to work as soon as they are excused from jury service to complete the time remaining in their work schedule.

3.2 An official statement by the judge, county clerk, district clerk, or other official is required to be sent to payroll services for documentation. This official statement must have the dates and times that were served as a juror.

3.3 A supervisor may modify an employee’s schedule when performing jury service to allow an equivalent amount of paid leave as if the employee’s normal workday was 8:00 a.m. – 5:00 p.m. For example, an employee normally works 11:00 pm- 7:00 am and reports to jury service 9:00 a.m. – 3:00 p.m. The employee may receive six hours of paid jury service. The employee must work or charge the remaining two hours to other available leave such as vacation or compensatory time.

4. CASA VOLUNTEER

4.1 Provided to participate in mandatory training or perform volunteer services for Court Appointed Special Advocates. Maximum leave of absence with pay is five hours per month.

5. VOLUNTEER FIREFIGHTERS AND EMERGENCY MEDICAL SERVICES VOLUNTEERS

5.1 An A&M-San Antonio employee who is a volunteer firefighter and is needed to be actively involved in fighting a fire or an emergency medical services volunteer needed in a medical situation during the employee's regular working hours may be granted up to 40 hours of leave of absence with pay per fiscal year. Verification shall be provided by a written statement from the organization they are supporting to receive this entitlement. The written statement should be submitted to the supervisor who will forward to Human Resources.

Exceptions to the maximum allowed hours must be reviewed by the division head and approved by the president.

Copies of this approval will be forwarded to the Human Resources Department.

It is the responsibility of the employee to notify his or her supervisor if they are a volunteer firefighter or an emergency medical services volunteer.

6. VOTING

6.1 Employees are encouraged to vote before or after work hours. However, if an employee has difficulty getting to the polls before or after working hours, the University will allow the employee sufficient time off, with pay, to vote in each national, state, or local election. Supervisors shall reasonably accommodate the employee's request.

6.2 The determination of "sufficient" will be left to the decision of the employee's division head.

7. ADMINISTRATIVE LEAVE

7.1 The president may grant up to 32 hours of administrative leave per individual per year as a reward for outstanding job performance each fiscal year. This administrative leave must be tied to an employee's job performance appraisal review done within the previous 12 months.

7.2 A supervisor must submit a recommendation letter to their division head requesting this leave. If the division head recommends approval, he/she will obtain the president's approval and send a copy of the approval letter to human resources and payroll services.

7.3 The president may grant paid administrative leave as needed and/or as recommended.

8. EARLY RELEASE

- 8.1 When the president authorizes an early release from work, employees will only get the hours of the early release that cover their assigned work schedule. For example, if the president authorizes an early release at noon, then those employees whose assigned work schedule is from 7:00 a.m. - 2:30 p.m. will only receive those hours of early release from 12:00 p.m. - 2:30 p.m. assuming the employee's lunch break is not between 12:00 p.m. and 2:30 p.m. If it is, then the employee will not be entitled to leave with pay for the lunch break.
- 8.2 Employees who have an approved leave request for paid time off that covers the period of time of the early release will not be credited the number of hours according to the early release back to their leave balances, unless approved by the president.

Related Statutes, Policies, or Requirements

System Regulation [31.01.01 Compensation Administration](#)

System Regulation [31.01.09 Overtime](#)

System Regulation [31.03.03 Leave of Absence With Pay](#)

Uniformed Services Employment and Reemployment Rights Act (USERRA) ([38 USC §§4301 through 4335](#))

Appendix

[LeaveTraq](#)

Definitions

Division—a division is an organization (with two or more departments) whose head reports directly to the President. A&M-San Antonio currently recognizes the following divisions: Academic Affairs, Student Affairs, Strategic Initiatives & Military Affairs, Institutional Advancement & University Communications, and Finance & Administration.

Division Head - The individual who is responsible for the leadership and management of a division. Normally a vice president or associate vice president.

LeaveTraq - The Texas A&M University System leave record keeping system.

Supervisor - An employee's first line manager. Responsible for overseeing an employee's day to day work.

Contact Office

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