

**HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES**

Chapter 4	General Personnel Policies	Effective:	November 2000
Section 4.7	Work and Leave Administration	Revised:	January 2003
<b>Policy 4.7.15</b>	<b>Emergency Leave (Including Funeral Leave)</b>	Responsibility:	Vice President for Human Resources

## **EMERGENCY LEAVE (INCLUDING FUNERAL LEAVE)**

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### **Policy**

Eligible employees of The University of Texas System will be granted emergency leave for a death in the employee's family. An employee's family is defined as the employee's spouse, or the employee's or spouse's parents, children, brothers, sisters, grandparents and grandchildren.

Employees may be granted emergency leave for other reasons determined to be for good cause, with the approval of the chief administrative officer or his or her designee.

To be eligible for emergency leave, an employee must be appointed to work at least twenty (20) hours per week for a period of four and one-half (4½) months or more in a position that does not require student status.

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### **Funeral Leave**

Leave granted for a death in the employee's family may be authorized for a period not to exceed three (3) work days. Days used for this purpose are not required to be consecutive.

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### **Other Emergency Leave**

The President, or his or her delegate, upon recommendation of the Vice President for Human Resources, may make a determination on other reasons for emergency leave when the employee shows good cause for such leave. Examples of such reasons might include the death of a relative other than those described above or the need for a number of days other than those described above.

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### **Procedures**

1. The employee must notify his or her supervisor immediately when time off is needed for emergency leave.
  2. Emergency leave should be approved by the Vice President for Human Resources and the administrative head of the unit. Reasons for the emergency must be fully documented.
  3. No reduction in an employee's accrued vacation leave or salary will be made for approved emergency leave taken.
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