I. Title: Veterans Health Leave

II. Policy

A. Veterans Health Leave is provided to veterans who seek medical, physical rehabilitation and/or mental health care administered by the Veterans Health Administration of the Department of Veterans Affairs.\(^1\)

Eligible employees of UT Health San Antonio may be granted 120 hours (15 days) each fiscal year, under this section.

Leave granted under this policy can be used before using other applicable accrued time such as sick, vacation, or personal leave.

III. Eligibility

A. To be eligible for veterans health leave, an employee must be a veteran of the military and 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.

IV. Procedure

A. In order to request veterans’ health leave, the employee must notify his or her supervisor in advance or as soon as possible to request time off from their work schedule, including the need for the number of days or hours being requested.

B. Supporting medical documentation must be submitted to HR-LeaveAdmin@uthscsa.edu in the Office of Human Resources for any absence to be covered under veterans’ health leave.

C. If the leave is for a chronic or reoccurring condition, and the employee is eligible for Family Medical Leave (FMLA), the employee is expected to apply for FMLA. Please see the Handbook of Operating Procedures (HOP) Policy 4.7.13 Family Medical Leave Act (FMLA) for more information on eligibility and the FMLA process.

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\(^1\) Texas Government Code 661.924
The 120 hours of veterans health leave will replenish at the beginning of each fiscal year, however, any unused hours at the end of each fiscal year will not be carried over into the next year.