Handbook of Operating Procedures

HOP 4.7.22: Emergency Leave

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<th>Originated:</th>
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<td>Section 4.7</td>
<td>Work and Leave Administration</td>
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<td>Responsible Entity:</td>
<td>Chief Human Resources Officer</td>
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I. Title: Emergency Leave

II. Policy

A. Eligible employees of UT Health San Antonio may be granted emergency leave if approved by the employee’s department and the Office of Human Resources, based on the following criteria:

1. The employee has demonstrated good cause for taking emergency leave, and
2. There is a good faith belief that the employee intends to return to the employee’s position at the end of the emergency leave.¹

Leave designation and duration, under this section, is made on a case-by-case basis. Factors considered, that may show good cause for taking emergency leave include: the severity of the situation, the impact the situation has on the employee, the business needs required by the department, etc.

For further clarification on Emergency Leave, please contact HR-LeaveAdmin@uthscsa.edu

Emergency Leave may also be granted in situations of a natural disaster or quarantine for an infectious disease as described below.

1. Disaster Leave: Emergency leave due to a disaster is provided only if the President or his or her delegate suspends any or all institutional operations due to an emergency. Please see the Handbook of Operating Procedures (HOP) Policy 8.3.1 Emergency Closings and HOP Policy 4.7.16 Staffing During Adverse Conditions for more information on disaster closings and procedures to follow.

2. Quarantine for Infectious Disease: Emergency leave may be required for an employee who is quarantined due to a work-related exposure to an infectious disease. Please see

¹ Texas Government Code Section 661.902(b)
the HOP Chapter 8 Health and Safety information, including the Biological Safety Handbook for more information on quarantine and infectious disease procedures.

For more questions on disaster leave or quarantine for infectious disease, please contact the department of Environmental Health & Safety.

II. Eligibility

A. 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.

III. Procedures

A. The employee or employee’s representative must notify his or her supervisor immediately by written request when time off is needed for emergency leave. The written request must include:
   1. The reason for emergency leave
   2. The number of hours requested, and
   3. The dates for such leave.

B. Emergency leave must be approved by the department head, followed by the Chief Human Resources Officer.

C. No reduction in an employee’s pay or accrued leave balances (personal, vacation, or sick) will be made for approved emergency leave taken under this section.

IV. Reporting

A. State agencies, including UT Health San Antonio, must submit reports of employee emergency leave utilization to the Texas State Auditor’s Office, Texas State Comptroller’s Office, the Legislative Budget board, and other state agencies no later than October 1st of each year.²

The report must include the name of each agency employee who has been granted emergency leave greater than 32 hours per fiscal year.

The Office of Human Resources is responsible for sending the emergency leave report each fiscal year. In compliance with the above reporting requirements, any emergency leave granted by the department must be sent to HR-LeaveAdmin@uthscsa.edu.

² Texas Government Code Section 661.902(d)