

# STANDARD ADMINISTRATIVE PROCEDURE

## 31.03.03.M0.01 Leave of Absence With Pay

*Approved May 6, 1997*

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### Standard Administrative Procedure Statement

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Several types of approved leave of absence with pay are authorized for regular employees of Texas A&M University. This SAP is provided to explain the proper administrative guidelines, accounting, and employee eligibility in regard to Leave of Absence with Pay provided by Texas A&M. Leaves of absence covered in this SAP are in addition to other leaves to which the employee is entitled. This SAP should be read in conjunction with *System Regulation 31.03.03: Leave of Absence with Pay*.

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### Definitions

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**Regular Employees** - are defined as budgeted by name for fifty (50) percent or more time for at least four and one half months or a semester of more than four (4) months. An employee, who transfers to a temporary budgeted position (temporary PIN (Position Identification Number)) to train a replacement, prior to termination, is entitled to any applicable leave of absence.

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### Procedures and Responsibilities

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#### 1. EMERGENCY LEAVE OF ABSENCE

All regular employees of Texas A&M are entitled to emergency leave of absence with pay under conditions described in this SAP.

##### 1.1 Death of a Family Member

1.1.1 Emergency leave with pay will be granted upon request because of death of the employee's spouse, or the employee's or spouse's child, stepchild, parent, stepparent, brother, stepbrother, sister, stepsister, grandparent, step grandparent, great grandparent, step great grandparent, grandchild, step grandchild, great grandchild, or step great grandchild.

1.1.2 A department head or designee may approve up to five (5) working days of emergency leave with pay for the death of an employee's family member as noted in Section 1.1.1. The approval of the appropriate Vice President, or designee, is required for emergency leave with pay due to death of a family member when such leave exceeds five (5) working days.

1.1.3 The emergency leave hours are not required to be consecutive, but must be taken within 30 days from the date of death.

1.2 Severe Personal Crisis or Catastrophic Situation:

1.2.1 Vice Presidents may grant up to five (5) working days of leave with pay for a severe personal crisis or catastrophic situation which requires the immediate attention or attendance of an employee.

1.2.2 Severe personal crises or catastrophic situations are defined as a situational occurrence so severe that delayed attendance by the employee would reasonably result in emotional trauma, substantive financial hardships, and/or extended grief. (Situations which might fall into this category are house fires, natural disasters, the experience of an employee or employee's immediate family as a victim of violent criminal actions, or a combination of personal crises which fall within close time proximity).

1.2.3 Leave with pay for a severe personal crisis or catastrophic situation which exceeds five (5) working days must be approved by the President.

1.3 University Closure:

1.3.1 Closure of Texas A&M due to unsafe working or travel conditions will be approved by the Assistant Vice President for Safety and Security.

1.3.2 When Texas A&M is closed because of unsafe working or travel conditions for employees:

1.3.2.1 Emergency leave will be granted by department/unit heads to regular employees who do not work because an emergency has been declared. Wage employees and student workers are not in leave-eligible positions, thus are excluded from this provision.

1.3.2.2 Non-exempt regular employees who are required to work during the emergency will be granted equivalent compensatory time by department/unit heads in addition to being paid for the hours worked.

1.3.2.3 Employees who are on approved sick leave or vacation leave when

an emergency is declared will not have the leave changed to emergency leave.

1.4 Vice Presidents may authorize the granting of emergency leave when Texas A&M does not officially close but hazardous or unsafe travel conditions delay or prevent an employee from being at work during his or her scheduled work time.

1.5 Temporary Closure of a Department:

Closure of individual departments or units resulting from unsafe working or travel conditions must be approved by the Assistant Vice President for Safety and Security department or the unit's respective Vice President.

## 2. ABSENCE TO ATTEND CONFERENCES AND PROFESSIONAL MEETINGS

2.1 Absences from work to attend approved conferences or professional meetings are considered part of an employee's regular work activities.

2.2 Request to attend conferences or professional meetings will be submitted to the department head or designee for approval.

## 3. LEAVE OF ABSENCE FOR VOLUNTEER FIREFIGHTERS AND EMERGENCY MEDICAL SERVICES VOLUNTEERS

3.1 Requests for this leave of absence will be granted in accordance with Section 12 of *System Regulation 31.03.03: Leave of Absence with Pay*, and will not be charged against the employee's vacation or sick leave balances.

3.2 Emergency leave may be granted to a university employee who is a volunteer firefighter and is needed to be actively involved in fighting a fire or to an emergency medical services (EMS) volunteer responding to a medical situation during the employee's regular working hours. Verification of the duty should be provided in a written statement from the Fire Chief of the volunteer fire department or the EMS Coordinator of the EMS station responsible for responding to the emergency.

3.3 Requests for this leave will be forwarded through the appropriate administrative channels to the department head or designee for approval.

## 4. LEAVE OF ABSENCE FOR MILITARY TRAINING AND DUTY

4.1 See *System Regulation 31.03.06: Military Leave and Service*, for guidance.

## 5. JURY SERVICE

5.1 A university employee will be granted a leave of absence with pay for jury service.

An employee on jury service will not be required to account to the university for any fee or compensation received.

- 5.2 Requests for this leave, including appropriate supporting documentation, will be forwarded through the appropriate administrative channels to the department/unit head or designee for approval.

## 6. LEAVE OF ABSENCE FOR EMPLOYEES WITH DISABILITIES

6.1 A university employee with a disability is entitled to a leave of absence with pay, for a period not to exceed 10 working days in a fiscal year, for the purpose of attending a training program to acquaint the employee with the use of adaptive technology or a service animal to be used by the employee. Department heads or designees are authorized to approve such leave.

6.2 For the purposes of this procedure, an employee with a disability is one who has any health impairment that requires special ambulatory devices or services.

## 7. SUSPENSION WITH PAY

Suspension with pay is not a form of Leave of Absence. See *University SAP 32.02.02.M0.01: Suspension with Pay for Nonfaculty Employees* for guidance.

## 8. EMPLOYEES REGISTERING AS STUDENTS

For information on Employees Registering as Students, see *System Regulation 31.99.01: Employees Registering as Students*; and *University SAP 31.99.01.M0.01: Educational Release Time Program*.

## 9. FOSTER PARENT

For information on Foster Parent Leave see Section 9 of *System Regulation 31.03.03: Leave of Absence with Pay*.

## 10. AMERICAN RED CROSS DISASTER SERVICE VOLUNTEERS

10.1 An employee who is a certified disaster service volunteer of the American Red Cross or who is in training to become a volunteer may be granted up to 10 days of paid leave each fiscal year to participate in specialized disaster relief services. The leave must be requested by the Red Cross, approved by the Governor's office and authorized by the employee's supervisor. The Division of Emergency Management in the Governor's office will coordinate the list of certified disaster service volunteers.

10.2 Leave granted for Red Cross disaster services training under the provisions of this rule shall be without loss of pay, vacation time, sick leave, earned overtime, and/or compensatory time.

11. FACULTY DEVELOPMENT LEAVE

For information on Faculty Development Leave, see [System Regulation 12.99.01: Faculty Development Leave](#).

12. ADMINISTRATIVE LEAVE

For information on Administrative Leave with Pay, see [University SAP 31.01.01.M5.01: Administrative Leave with Pay](#).

13. OTHER PAID LEAVES

13.1 Organ, Bone Marrow, or Blood Donors

13.1.1 An employee will be granted up to five (5) working days in a fiscal year to serve as a bone marrow donor and up to thirty (30) working days in a fiscal year to serve as an organ donor. An employee will be granted sufficient paid time (up to four (4) times per fiscal year) to donate blood.

13.1.2 The employee must consult with his or her supervisor before taking time off to donate blood and must provide proof of donation upon return.

13.1.3 The donation of plasma does not constitute paid time off for purposes of paid leave for blood donation. Employees who need time off to donate plasma must use their earned vacation time or other appropriate personal leave.

13.2 Voting Leave

13.2.1 Employees will be allowed sufficient time off to vote in national, state, and local elections in instances where the employee actually missed work to vote without making up the time. The time off should be reasonable and as agreed to in advance upon consultation with the employee's supervisor.

13.2.2 Supervisors should consult with each of their employees before an election day to determine which employee(s) will not have sufficient time to vote before or after their scheduled work shifts so that appropriate coverage can be maintained in their respective areas.

13.2.3 Employees shall notify their supervisor if they do not have sufficient time to vote on their own time.

13.2.3 Supervisors may schedule voting leave by allowing the employee to:

13.2.3.1 Arrive to work later than normally scheduled.

13.2.3.2 Leave work early without expectation of return.

13.2.3.3 Take a longer lunch than normally scheduled.

### 13.3 Court Appointed Special Advocates Leave

13.3.1 Court Appointed Special Advocates (CASA) are volunteers selected by the state's judicial system to, among other duties, provide detailed information a court may need to ensure a child's best interest is served where residency or other matters are concerned. General guidelines of CASA leave are as follows:

13.3.1.1 Employees who are CASA volunteers are eligible for paid leave not to exceed five (5) hours each month to participate in mandatory training or to perform volunteer services for CASA.

13.3.1.2 An employee may be required to provide documentation on his/her supervisor before the leave is approved.

### 13.4 Leave to attend educational activity of a child

13.4.1 In accordance with Section 3.3 of System Regulation 31.03.02, *Sick Leave*, an employee is entitled to accrued paid sick leave, not to exceed eight hours, to attend an educational activity of their child.

13.4.1.1 For the purpose of this SAP, an "Educational activity" means a school-sponsored activity, including a parent-teacher conference, tutoring, a volunteer program, a field trip, a classroom program, a school committee meeting, an academic competition, and an athletic, music, or theater program.

13.4.1.2 This leave applies to an employee who is a parent of a child who is a student in a grade from prekindergarten through the 12<sup>th</sup> grade.

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#### Related Policies, Regulations, Rules, and other Requirements

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#### [Policy 31.03: Leaves of Absence](#)

[Regulation 31.03.03: Leave of Absence with Pay](#)

[Regulation 31.03.06: Military Leave and Service](#)

[Regulation 31.99.01: Employees Registering as Students](#)

[University SAP 31.99.01.M0.01: Educational Release Time Program](#)

[Regulation 12.99.01: Faculty Development Leave](#)

[Regulation 31.03.02: Sick Leave](#)

[University SAP 31.01.01.M5.01: Administrative Leave With Pay](#)

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**Contact Office**

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For information or clarification on this SAP contact [Human Resources, Benefit Services](#) at (979) 845-4141 or by email at [benefits@tamu.edu](mailto:benefits@tamu.edu).

**OFFICE OF RESPONSIBILITY:** [Human Resources](#)