

Policies of the University of North Texas Health Science Center	Chapter 05 Human Resources
05.608 Emergency / Administrative Leave	

Policy Statement.

Emergency Leave: A faculty or staff member will be granted emergency leave without the loss of regular pay for reason of death in the family. The amount of time granted shall normally not exceed three (3) days. Requests for leave in excess of three days may be approved, based on the facts and circumstances of each case. A full three days is not automatically granted since it is intended that such leave be limited to the reasonable amount of time necessary for travel, funeral arrangements, funeral services, and being with other family members during the immediate period of bereavement.

Administrative Leave: The President or designee may consider other requests for emergency leave which do not meet the criteria above. Such leave will be designated as administrative leave. The granting of administrative leave is normally limited to cases involving unusual or emergency situations. The President may grant administrative leave when the employee shows good cause for such leave.² Administrative leave may also be approved for specific circumstances which include:

- a.) closing of the health science center due to inclement weather;
- b.) situations in which the work location is uninhabitable or dangerous;
- c.) funerals of co-workers or health science center associates;
- d.) severely catastrophic medical situations when all other paid leave options available to the employee have been exhausted and when circumstances warrant such leave;
- e.) some disciplinary cases when an investigation is in progress or when an employee's security or safety is an issue;
- f.) as a reward for outstanding performance as documented by employee performance appraisals for up to a maximum of 32 hours in one fiscal year;³
- g.) as differential pay to an employee on unpaid military leave if the employee's gross military pay is less than the employee's state gross pay. The combination of emergency leave and military pay may not exceed the employee's actual state gross pay. See Policy 05.609.

The department head approves requests for administrative leave to attend funerals of co-workers or other center associates. Requests for administrative leave for reasons other than to

attend funerals of co-workers or health science center associates must be reviewed and approved by the department head, Vice President of Human Resource Services, Dean, Vice President and the President.

Application of Policy.

Faculty and Staff

Definitions.

1. Under Texas Government Code, for emergency leave purposes, “family” is defined as the employee’s spouse, or the employee’s or spouse’s parents, brothers, sisters, grandparents, grandchildren and children. ¹ In addition, the President of the health science center has extended the definition of “family” to include aunts, uncles, nieces, nephews, sons-in-law, daughters-in-law, and brothers-in-law and sisters-in-law not related by blood to the employee or spouse.

Procedures and Responsibilities.

Procedure / Duty

Responsible Party

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| <ol style="list-style-type: none">1. Requests for such leave must be submitted to the department official who has authority to approve leave. The approved form is to be forwarded to Human Resource Services. The President or designee must approve a request for emergency leave for the death of a family member not mentioned or a request for leave in excess of three days.2. Administrative leave is normally appropriate only when all forms of applicable paid leave have been exhausted. Vacation leave is an exception to this rule if it is determined that it would be unfair to the staff member to require that he/she take vacation for emergency situations beyond his/her control.3. If the circumstance in question does not meet criteria for emergency (funeral) leave, or for one of the seven types of administrative leave defined in section 2 above, it should be of significant impact, and generally should be catastrophic in nature. Examples for which the granting of administrative leave may be appropriate include attending the funeral of a very close associate/friend and/or if the employee has been requested to speak at the funeral or graveside services.4. Severely catastrophic medical emergencies may be eligible, although the employee must have exhausted all applicable paid leave options (e.g., sick leave accruals, sick leave pool) prior to making a request for Administrative Leave. In regard to these guidelines, catastrophic medical emergencies shall | <p>Employee/Dept.
Official/Human Resource
Services/President’s
Office</p> |
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normally be a limited terminal illness, or other severe medical circumstances involving extended hospitalization.

5. Generally, awards should be for no more than the reasonable period of leave as indicated by the circumstances of the case for serving the immediately emergency needs of the employee and/or their family.
6. In some situations, the President (Chancellor) or a designee may determine that it is in the best interest of the institution that the employee be placed on administrative leave, as in some disciplinary cases when an investigation is in progress, or for the employee's security or safety.
7. Situations in which the employee has a demonstrated financial emergency (e.g. pending loss of the employee's home or other major financial crisis affecting the safety or security of the employee or their family) should receive greater consideration than those situations in which the employee's "safety net" of benefits (i.e., sick leave, vacation leave, sick leave pool, disability coverage, etc.) is already adequate.
8. Situations for which additional paid leave would assist in bridging the employee to a greater level of retirement or insurance benefits (e.g., 20 years creditable TRS service, or 10 years health science center service for retiree insurance eligibility) should receive greater consideration than those situations in which the achievement of significant additional benefits are not a factor.
9. The employee's length of service with the health science center and their employment record (performance and disciplinary issues) may be considered. (These should not be confused with the employee's status or rank, i.e., professor vs. assistant professor, faculty vs. staff, administrator vs. clerical worker, professional vs. service employee, etc.)
10. The President or designee may grant administrative leave to individuals in specific departments or buildings when the work location is determined to be uninhabitable or dangerous due to accident, malfunction of equipment or systems, or construction, renovation, or repair work, and no alternative work location or assignment is available. It may also be feasible, however, for the employee(s) in such circumstances

to be required to take accrued unused vacation or compensatory leave, or some combination of administrative leave, vacation or compensatory leave may be granted.

11. Administrative leave may be requested by an employee and approved by the department head for the employee to attend the funeral of a co-worker or other center employee with whom they regularly worked. Department heads, however, must ensure minimum coverage of the department. Departmental Official
12. Administrative leave granted under this provision normally shall be for a short duration and may be terminated at any time at the option of the health science center.
13. Vacation and sick leave credits continue to accrue during emergency/administrative leave.
14. Emergency or administrative leave should be requested in advance, if possible, or as soon as a faculty or staff member knows he/she will be absent. An application for approval of leave must be submitted to the departmental official who has the authority to approve leave. The department official who has this authority is the head of the department unless otherwise directed by the Vice President or President. Administrative leave requests must be forwarded to the President. Employee and Departmental Official
15. Emergency/administrative leave utilized should be recorded on the staff member's departmental regular staff member time sheet. Departmental Timekeeper

References and Cross-references.

Texas Government Code, § 6611

Forms and Tools.

None

Approved: 9/1/2006

Effective: 9/1/2006

Revised: