

EMERGENCY LEAVE

A. Purpose

The purpose of this policy is to provide administration of emergency and funeral leave as required by applicable law.

B. Persons Affected

This policy applies to all employees of The University of Texas Rio Grande Valley (UTRGV) who are appointed at least 20 hours per week for a period of at least four and one-half (4.5) months, in a position that does not require student status as a condition of employment.

C. Definitions

1. Employee's Family - the employee's spouse, or the parent, brother, sister, grandparent, grandchild, or child of the employee or the employee's spouse.

D. Policy

It is the policy of UT Rio Grande Valley to grant emergency and funeral leave in accordance with applicable law.

1. *Military Leave* :

- a. An employee called to State active duty as a member of the State military forces by the Governor because of an emergency is entitled to paid emergency leave for the time during which the employee is on active duty. This time is not limited and does not count against the employee's military leave or vacation leave.
- b. An employee on unpaid military leave while called to active duty in support of a national emergency or Homeland Security mission will be granted sufficient emergency leave to provide a pay differential if the employee's military pay is less than the employee's state gross pay. For the purpose of differential pay, military pay does not include money the employee receives for service in a combat zone, as hardship pay, or for being separated from the employee's family. The combination of emergency leave and military pay may not exceed the employee's actual State gross pay.

2. *Funeral Leave*:

- a. Emergency leave for a death in an employee's family may be approved by the department head for a period not to exceed 24 work hours. Hours used for this purpose are not required to be consecutive.
- b. The Chief Human Resources Officer may approve emergency leave for extenuating circumstances related to death.

3. *Other Emergency Leave:*

The President or designee may issue a determination on other reasons for emergency leave, such as official closings or situations in which an employee shows good cause for such leave.

E. **Procedure**

An employee who wishes to take emergency leave should submit a leave request form to the employee's supervisor.

F. **Relevant Federal and/or State Statute(s), Board of Regents' Rule(s), UTS Policy(ies), and/or Coordinating Board Rule(s)**

Texas Government Code Sections 661.901, Applicability and 661.902, Emergency Leave

Texas Government Code Section 661.9041, Military Leave during National Emergency

Texas Government Code Section 431.0825, State Militia

State Auditor's Office Leave Interpretation 98-06