

Leave Summary

Leave Type	Description	Eligibility	Policy
Vacation	Personal time off. When foreseeable, employees shall give at least thirty (30) calendar days advance notice to their supervisors. *Annual Leave – 3. Notification Requirements	Staff	ADM 04-602 Annual Leave
Sick	Time off due to employee's sickness or to provide care for a sick direct family member. After 3 days off the employee needs to apply for FMLA .	Faculty and Staff	ADM 04-603 Sick Leave
Holidays	State-approved time off for certain holidays.	Faculty and Staff	ADM 04-612 Holiday Leave
Emergency	Time off for funeral services of certain relatives.	Faculty and Staff	ADM 04-606 Emergency Leave
Leave Without Pay (LWOP)	Time off without pay to be used when no Vacation is available for personal matters, professional development, or public service.	Staff	ADM 04-601 Leave of Absence Without Pay Leave Notification and Request Form
Jury	Jury duty service.	Faculty and Staff	ADM 04-613 Jury Duty and Witness Service and Fees
Official Witness	Witness in any judicial or legislative investigation.	Faculty and Staff	ADM 04-613 Jury Duty and Witness Service and Fees
Military	Up to 15 days of time off for official military-related reasons.	Faculty and Staff	ADM 04-607 Military Duty Leave
Family Medical Leave	Up to 12 weeks paid or unpaid for serious health conditions or birth of a child. ***	Faculty and Staff	ADM 04-608 Family and Medical Leave (FMLA)
Military Caregiver Leave	Up to 26 weeks of paid or unpaid leave for an eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member with a serious injury or illness to provide care for the service member. +++	Faculty and Staff	ADM 04-609 Military Caregiver Leave Under the FMLA
**Other Leaves	Other leaves such as: Blood donation, Voting, Parent-Teacher Conference, Assistance Dog training, Red Cross Disaster Service Volunteer, Organ Donor, etc.	Faculty and Staff	ADM 04-614 Other Leave Entitlements

*** When foreseeable, employees shall give at least thirty (30) calendar days advance notice. When the need for FMLA leave is not foreseeable, an employee should give UTRGV notice that leave is needed as soon as practicable, preferably the same day or next business day of when the employee learns of the need for leave. Refer to HOP ADM 04-608 Section [D. Procedure](#)

+++ When the need for the leave is foreseeable employees shall give at least thirty (30) calendar days advance notice. When it is not foreseeable, an employee should give UTRGV notice that leave is needed as soon as practicable, preferably the same day or next business day of when the employee learns of the need for leave. Refer to HOP ADM 04-608 and ADM 04-608 Section [D. Procedure](#)