



**Institutional Handbook of Operating Procedures
Policy 03.06.13**

Section: Human Resources Policies	Responsible Vice President: VP Human Resources and Chief HR Officer
Subject: Leave Administration	Responsible Entity: Human Resources

I. Title

Assistance Animal Training Leave for Employees with a Disability

II. Policy

Employees with a [disability](#) are entitled to leave with pay for the purpose of attending a training program to acquaint the employee with an [assistance animal](#) to be used by the employee for the employee's disabling medical condition. Leave may not exceed ten (10) working days in a fiscal year.

The University of Texas Medical Branch at Galveston, in compliance with applicable federal laws and regulations, strives to maintain an environment free from discrimination against individuals on the basis of race, color, national origin, sex, age, religion, disability, sexual orientation, gender identity or expression, genetic information, or veteran status.

III. Procedures

Employees must provide their supervisor with adequate documentation to support the leave request in advance of the leave.

IV. Relevant Federal and State Statutes

[Texas Human Resources Code, §121.002](#)

[Texas Government Code, §661.910](#)

V. Dates Approved or Amended

<i>Originated: 02/06/2002</i>	
<i>Reviewed with Changes</i>	<i>Reviewed without Changes</i>
08/06/2012	02/17/2006
02/27/2025	03/19/2018

VI. Contact Information

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