

Institutional Handbook of Operating Procedures Policy 03.06.14	
Section: Human Resources	Responsible Vice President: Vice President and Chief Human Resources Officer
Subject: Leave Administration	Responsible Entity: Human Resources

I. Title

Veterans Health Time Off

II. Policy

Each fiscal year, 120 hours of paid Veterans Health Time Off, pro-rated by full-time equivalent status (FTE), is provided to veterans who seek medical, physical rehabilitation and/or mental health care administered by the Veterans Health Administration of the Department of Veterans Affairs (VA). By submitting a confirmation of a visit with the VA to HR Leave Management, this time off can be used before using other applicable accrued time such as Paid Time Off (PTO) or Employee Illness Bank (EIB).

The University of Texas Medical Branch (UTMB), 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. Eligibility

All regular full-time and part-time (at least .5FTE/20 hours per week) benefits eligible employees who are veterans of the military are eligible for Veterans Health Time Off.

IV. Process for Using

Employee discusses the time needed for leave with their manager.

Managers may ask employee to reschedule their appointments due to business needs of the department. However, rescheduling should not interfere with employee's medical care.

When possible, employee should give their manager at least 1 week notice prior to the leave.

Employee contacts HR Leave Management soon after notifying their manager. HR Leave Management will explain documentation requirements and employee responsibilities. Contacting HR Leave Management quickly is important to ensure pay is coded accurately.

HR Leave Management will determine the need for Family Medical Leave (FML).

If the leave is for a chronic or reoccurring condition, the Intermittent Family Medical Leave process will apply.

If the leave is not covered by FML, the employee should submit a confirmation of the visit from the VA to HR Leave Management within 7 days after the appointment. If appropriate documentation is not submitted by this time, HR Leave Management will code the leave using other applicable leave accruals.

Note: Veterans Health Time Off is used for appointments and/or treatments only. Other leave must be used when experiencing symptoms related to the condition without an appointment (flare-ups.)

Hours not used by the end of the fiscal year will expire. 120 hours (prorated by FTE) will replenish at the beginning of the fiscal year.

V. Abuse of Veterans Health Time Off

Obtaining or using job protected leave under false pretenses or by falsifying medical documents is subject to disciplinary action up to and including termination.

VI. Relevant Federal and State Statutes

[Texas Government Code Section 661.924](#)

VII. Related UTMB Policies and Procedures

[IHOP - 03.06.09 - Family and Medical Leave](#)

VIII. Dates Approved or Amended

<i>Originated: 08/01/2022</i>	
<i>Reviewed with Changes</i>	<i>Reviewed without Changes</i>

IX. Contact Information

Human Resources Employee Relations
(409) 772-8696

HR Employee Leave Management Office
(409) 747-4645