

UTMB HANDBOOK OF OPERATING PROCEDURES

Section 3	Human Resources Policies	02/06/02	-Originated
Subject 3.9	Leave Administration	07/12/12	-Reviewed w/ changes
		02/17/06	-Reviewed w/o changes
<b>Policy 3.6.13</b>	<b>Assistance Dog Training Leave for Employees with a Disability</b>	08/06/12	-Effective
		Human Resources	-Author

## Assistance Animal Training Leave for Employees with a Disability

### Definition

**Disability:** (For the purpose of this policy), a mental or physical disability, including mental retardation, hearing impairment, deafness, speech impairment, visual impairment, or any health impairment that requires special ambulatory devices or services.

**Assistance animal:** an animal that is specially trained or equipped to help a person with a disability and (A) is used by a person with a disability who has satisfactorily completed a specific course of training in the use of the animal; and (B) has been trained by an organization generally recognized by agencies involved in the rehabilitation of persons with disabilities as reputable and competent to provide animals with training of this type.

### 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 dog 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.

### Guidelines

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

### References

*Texas Human Resources Code*, §121.002  
*Texas Government Code*, §661.910