

UTMB HANDBOOK OF OPERATING PROCEDURES

Section 3 Subject 3.9	Human Resources Policies Leave Administration	12/19/01 - Originated 07/12/12 - Reviewed w/changes - Reviewed w/o changes 08/06/12- Effective
Policy 3.9.12	Leave for Employees Certified as Firefighter, Emergency Medical Service, and Disaster Service Volunteers	Human Resources - Author

Leave for Employees Certified as Firefighter, Emergency Medical Service, and Disaster Service Volunteers

Policy

UTMB employees who are certified as firefighters and emergency medical services volunteers may be granted up to five (5) paid working days of leave per fiscal year for volunteer firefighter or emergency medical service in connection with his/her regular work schedule to attend training schools conducted by state agencies or institutions of higher education. The leave of absence will not be charged against the employee's accruals. The employee must submit a request for leave in accordance with departmental time requirements, and the supervisor must authorize the leave. The employee is required to bring verification of class attendance upon return to work.

Employees who are certified as disaster service volunteers for the American Red Cross or who are in training to become such a volunteer may be granted up to 10 paid working days of leave per fiscal year for the purpose of participating in the specialized disaster relief services at the request of the agency. The employee's supervisor must authorize such leave based upon the request of the American Red Cross and with approval of the Governor's Office. The leave of absence will not be charged against the employee's accruals.

Eligibility for leave under this policy will be contingent on the total number of state employees on leave for disaster service at any one time. The total number may not exceed the maximum set forth in the *Texas Government Code*. Employees must provide documentation verifying mobilization by the American Red Cross or other emergency medical services and the dates of service.

References

Texas Government Code, §§ 661.905 & 661.907
