I. Title
   Emergency Leave (Including Funeral Leave)

II. Policy
Benefit-eligible employees will be granted up to three (3) days emergency leave, with pay, because of a
death in the employee’s immediate family. Additionally, the president or his or her designee may grant
emergency leave in accordance with Texas Government code, Section 661.902 for a reason other than
that for funeral leave of a family member. No more than eight (8) hours of emergency leave may be
granted each day. Days used for this purpose are not required to be consecutive.

The University of Texas Medical Branch, 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
To be eligible for funeral and emergency leave, an employee must be appointed to work at least twenty hours
per week for a period of four and one-half months or more in a position that does not require student status.

IV. Guidelines for Emergency Leave other than Funeral Leave
The employee must notify his/her supervisor as soon as possible of the need for emergency leave and
complete the leave request form as soon as practicable. Emergency leave is approved by the administrative
head of the unit/area and forwarded to Human Resources Employee Relations for processing and executive
approval. Reasons for need of emergency leave must be fully documented.

V. Guidelines for Funeral Leave
A. The employee must notify his/her supervisor as soon as possible of the family member's death
   and complete the leave request form as soon as practicable.

B. The supervisor may request verification of the death or relationship to the deceased for funeral
   leave.

C. If additional time is required for funeral leave, or to attend a funeral that does not qualify for
   funeral leave, it may, with the approval of the employee's immediate supervisor, be charged to
   vacation, personal leave, or to leave without pay.
VI. Relevant Federal and State Statutes
Texas Government Code, Section 661.902

VII. Dates Approved or Amended

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VIII. Contact Information
Human Resources
(409) 772-8699