Title

Assistance Animal Training Leave for Employees with a Disability

I. 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.

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

III. Relevant Federal and State Statutes
Texas Human Resources Code, §121.002
Texas Government Code, §661.910

IV. Dates Approved or Amended

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<th>Originated: 02/06/2002</th>
<th>Reviewed with Changes</th>
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<td>08/06/2012</td>
<td>02/172006</td>
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V. Contact Information
Human Resources Employee Relations
(409) 772-8696