



Institutional Handbook of Operating Procedures
Policy 03.06.13

Section: Human Resources Policies	Responsible Vice President: EVP and Chief Business and Finance Officer
Subject: Leave Administration	Responsible Entity: Human Resources

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

<i>Originated: 02/06/2002</i>	
<i>Reviewed with Changes</i>	<i>Reviewed without Changes</i>
08/06/2012	02/17/2006
	03/19/2018

V. Contact Information

Human Resources Employee Relations
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