



Institutional Handbook of Operating Procedures

Policy 03.06.16

Section: Human Resources Policies	Responsible Vice President: Executive Vice President of Business and Finance
Subject: Employee Leave	Responsible Entity: Human Resources

I. Title

Court Appointed Special Advocate (CASA) Volunteer Leave

II. Policy

The court may appoint an individual who has received the court’s approved training regarding abused and neglected children and who has been certified by the court to appear at court hearings as a guardian ad litem for the child or as a volunteer advocate for the child. A Court Appointed Special Advocate (CASA) Volunteer also may be assigned to act as a surrogate parent for the child if the child is in the conservatorship of the Department of Family and Protective Services, the volunteer advocate is serving as guardian ad litem for the child, and a foster parent of the child is not acting as the child’s parent.

A state employee may be granted leave not to exceed five hours each month to participate in mandatory training or perform volunteer services for Court Appointed Special Advocates without a deduction in salary or loss of vacation time, sick leave, earned overtime credit, or state compensatory time.

UTMB Health, 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. Relevant Federal and State Statutes

[Texas Government Code Chapter 661.921](#) Court Appointed Special Advocate Volunteers

IV. Dates Approved or Amended

<i>Originated: 08/15/2018</i>	
<i>Reviewed with Changes</i>	<i>Reviewed without Changes</i>

V. Contact Information

Human Resources Employee Relations
(409) 772-8696