Institutional Handbook of Operating Procedures Policy 3.9.3	
Section: Employee Policies	Responsible Vice President: Executive Vice President of Business and Finance
Subject 3.9: Leave	Responsible Entity: Human Resources

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. Definitions

Immediate Family: For the purposes of this policy, immediate family is defined as the employee's spouse, the employee and spouse's children, parents, brothers, sisters, grandparents, and grandchildren.

VII. Relevant Federal and State Statutes

Texas Government Code, Section 661.902

VIII. Dates Approved or Amended

Originated: 02/15/1995	
Reviewed with Changes	*Reviewed without Changes*
07/12/2012	11/04/2015

IX. Contact Information

Human Resources
(409) 772-8699