

Texas Woman's University Regent Policy

Regent Policy Name: Policy on Employee Leaves

Regent Policy Number: Regent Policy: F.60300

POLICY STATEMENT

Texas Woman's University ("TWU") seeks to ensure fair and equitable leave practices for all faculty and staff members. TWU realizes that leave time from work may occur for various and different reasons and it is the policy of TWU to allow for appropriate leave in compliance with state and federal laws for all eligible faculty and staff members of TWU.

APPLICABILITY

This policy is applicable to TWU Employees.

DEFINITIONS

1. "Employee," for the purposes of this policy, is a regular full-time (100% FTE) staff or faculty member, and regular part-time (50%-99% FTE) staff or faculty member who is employed to work for a period of at least four and one-half months, excluding students employed in positions which require student status as a condition of employment. Hourly paid employees are not eligible for leave. Regular employment may be:
 - a. Full-time, with a normal schedule of forty hours per week; or
 - b. Part-time, with a normal schedule of at least 20 but less than forty hours per week.

POLICY

I. Holidays

TWU Holiday Schedule. All employees, except those employed in positions that require student status as a condition of employment, are entitled to such holidays as are provided by the Legislature and as are approved annually by the Chancellor and President.

II. University Regulations and Procedures – Employee Leave

Adoption of Regulations and Procedures. TWU shall adopt comprehensive University Regulations and Procedures related to employee leave consistent with state law.

REVIEW

This policy will remain in effect and published until it is reviewed, updated, or archived. This policy is to be reviewed once every six years. Interim review may be required as a result of updates to federal and state law or regulations, or internal processes or procedures.

REFERENCES

Fair Labor Standards Act of 1938 ([29 United States Code, Chapter 8](#))

Family and Medical Leave Act of 1993 ([29 U.S.C. Sec. 2601](#))

Families First Coronavirus Response Act ([29 U.S.C. Sec. 2620](#)), and its implementing regulation at [29 C.F.R 826](#)

Uniformed Services Employment and Reemployment Rights Act of 1994 ([38 U.S.C. Sec. 4301](#))

Armed Forces ([10 U.S.C. Sec. 101 et seq.](#)) National Guard ([32 U.S.C. Sec. 101 et seq.](#))

Texas Education Code Chapter 51. [Section 51.101](#) – Definitions; Faculty Development Leaves of Absence

Texas Education Code Chapter 51. [Section 51.961](#) – Leave Provisions for Employees of Institutions of Higher Education

Texas Government Code Chapter 661. [Section 661.909](#) – Leave Without Pay

Texas Government Code Chapter 437. [Section 437.202](#) – Leave of Absence for Public Officers and Employees

Texas Government Code Chapter 437. [Section 437.254](#) – Employees in Texas Military Forces; Emergency Leave

Texas Government Code Chapter 659. [Section 659.023](#) – Compensatory Time Policy

Texas Government Code Chapter 659. [Section 659.005](#) – Witness Fees; Jury Service

Texas Government Code Chapter 661. [Section 661.905](#) – Volunteer Firefighters, Emergency Medical Services Volunteers, and Search and Rescue Volunteers

Texas Government Code Chapter 661. [Section 661.904](#) – Military Leave During National Emergency

Texas Government Code Chapter 661. [Section 661.9041](#) – Differential Pay

Texas Government Code Chapter 661. [Section 661.911](#) – Administrative Leave With Pay

Texas Government Code Chapter 661. [Section 661.916](#) – Leave for Organ or Bone Marrow Donors

Texas Government Code Chapter 661. [Section 661.917](#) – Donation of Blood

Texas Government Code Chapter 662. [Section 662.011](#) – Holidays for Institutions of Higher Education

FORMS AND TOOLS

None

Adopted: November 10, 2016

Revised: May 21, 2021; February 18, 2022