



4.7.20 Veterans Health Leave

Chapter 4 - General Personnel	Original Effective Date: August 2018
Section: 4.7 Work and Leave Administration	Date Last Reviewed:
Responsible Entity: Vice President and Chief Human Resources Officer	Date Last Revised:

I. Purpose

To establish procedure for granting leave to veterans..

II. Scope

This policy applies to all UT Health San Antonio employees that seek Veterans Health Leave.

III. Policy

A. General Policy

Veterans Health Leave is provided to veterans who seek medical, physical rehabilitation and/or mental health care administered by the Veterans Health Administration of the Department of Veterans Affairs.

Eligible employees of UT Health San Antonio (UTHSA) may be granted 120 hours (15 days) each fiscal year, under this section.

Leave granted under this policy can be used before using other applicable accrued time such as sick, vacation, or personal leave.

B. Eligibility

To be eligible for veterans health leave, an employee must be a veteran of the military and appointed to work at least twenty (20) hour per week for a period of four and one-half (4½) months or more in a position that does not require student status.

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C. Procedures

1. In order to request veterans' health leave, the employee must notify his or her supervisor in advance or as soon as possible to request time off from their work schedule, including the need for the number of days or hours being requested.
2. Supporting medical documentation must be submitted to HR-LeaveAdmin@uthscsa.edu in the Office of Human Resources for any absence to be covered under veterans' health leave.
3. If the leave is for a chronic or reoccurring condition, and the employee is eligible for Family Medical Leave (FMLA), the employee is expected to apply for FMLA. Please see the Institutional Handbook of Operating Policies (IHOP) Policy [4.7.13 Family Medical Leave Act \(FMLA\)](#) for more information on eligibility and the FMLA process.

- D. The 120 hours of veteran health leave will replenish at the beginning of each fiscal year, however, any unused hours at the end of each fiscal year will not be carried over into the fiscal year.

IV. Definitions

There are no defined terms used in this Policy.

V. Related References

There are no related documents associated with this Policy.

VI. Review and Approval History

- A. The approving authority of this policy is the University Executive Committee.
- B. The review frequency cycle is set for three years following the last review date, a time period that is not mandated by regulatory, accreditation, or other authority.

Effective Date	Action Taken	Approved By	Date Approved
08/2018	Policy Origination		