



### 4.7.21 Agency Investigation 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 paid leave during an Agency investigation, pursuant to Section 661.923 Texas Government Code.

#### II. Scope

This policy applies to all UT Health San Antonio employees.

#### III. Policy

##### A. General Policy

Employees may be placed on paid investigational leave when UT Health San Antonio (UTHSA) is conducting an investigation and the employee is the subject of the investigation; or victim of, or witness to, an event or act that is the subject of an investigation.

UTHSA may not use any other leave provision within Government Code Section 661, Subchapter Z as a basis for providing paid leave to an employee because he or she is the subject of an investigation being conducted by the institution.

##### B. Eligibility

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

##### C. Procedures

1. If the department thinks that an employee should be placed on investigational leave, they must contact a Human Resources Partner (HR Partner) to determine the appropriateness of placing an employee on investigation leave.

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2. After discussion with the HR Partner, a written request for investigational leave must be submitted to [HR-LeaveAdmin@uthscsa.edu](mailto:HR-LeaveAdmin@uthscsa.edu). The written request must include:
  - a. The reason the employee should be placed on investigational leave,
  - b. The estimated number of hours to be used, and
  - c. The estimated dates the investigational leave will be used.
3. The Chief Human Resources Officer will review and make a final determination for approval of investigation leave.
4. The department is responsible for ensuring that accurate timekeeping records are made.
5. The length of investigation leave is dependent on the nature and duration of the investigation and determined on a case-by-case basis.

#### D. Reporting

State agencies, including UTHSA, must submit reports of employee investigation leave utilization to the state auditor's office and the Legislative Budget Board no later than the last day of each quarter of a fiscal year.

The report must include the name of each agency employee who has been granted 168 hours or more of paid investigation leave, the dates and hours of leave, and a brief statement as to the reason the employee is or was on such leave.

The Office of Human Resources is responsible for sending the agency investigation report each quarter. In compliance with the above reporting requirements, any agency investigation leave granted must be sent to [HR-LeaveAdmin@uthscsa.edu](mailto:HR-LeaveAdmin@uthscsa.edu).

#### **IV. Definitions**

*There are no defined terms used in this Policy.*

#### **V. Related References**

Texas Government Code, Section 661.923 (b)

Texas Government Code, Section 661.923 (c)

**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.

<b>Effective Date</b>	<b>Action Taken</b>	<b>Approved By</b>	<b>Date Approved</b>
<b>08/2018</b>	Policy Origination		