



**I. 4.7.22 Emergency Leave**

Chapter 4 - General Personnel	Original Effective Date: November 2000
Section: 4.7 Work and Leave Administration	Date Last Reviewed: August 2018
Responsible Entity: Senior Vice President and Chief Human Resources Officer	Date Last Revised: August 2018

**II. Purpose**

To establish the parameters under which emergency leave can be taken at UT Health San Antonio.

**III. Scope**

This policy applies to all faculty and staff, administrative and professional (A&P), fellow, student employee and classified employee of UT Health San Antonio.

**IV. Policy**

**A. General Policy**

Eligible employees of UT Health San Antonio may be granted emergency leave if approved by the employee’s department and the Office of Human Resources, based on the following criteria:

1. The employee has demonstrated good cause for taking emergency leave, and
2. There is a good faith belief that the employee intends to return to the employee’s position at the end of the emergency leave.

Leave designation and duration, under this section, is made on a case-by-case basis. Factors considered, that may show good cause for taking emergency leave include: the severity of the situation, the impact the situation has on the employee, the business needs required by the department, etc.

For further clarification on Emergency Leave, please contact [HR-LeaveAdmin@uthscsa.edu](mailto:HR-LeaveAdmin@uthscsa.edu).

Emergency Leave may also be granted in situations of a natural disaster or quarantine for an infectious disease as described below.

#### 4.7.22 Emergency Leave

1. Disaster Leave: Emergency leave due to a disaster is provided only if the President or his or her delegate suspends any or all institutional operations due to an emergency. Please see the Institutional Handbook of Operating Policies (IHOP) Policy [8.3.1 Inclement Weather](#) for more information on disaster closings and procedures to follow.
2. Quarantine for Infectious Disease: Emergency leave may be required for an employee who is quarantined due to a work-related exposure to an infectious disease. Please see the [IHOP Chapter 8 Health and Safety](#) information, including the Biological Safety Handbook for more information on quarantine and infectious disease procedures. For more questions on disaster leave or quarantine for infectious disease, please contact the department of Environmental Health & Safety.

#### B. Eligibility

To be eligible for emergency 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

The employee or employee's representative must notify his or her supervisor immediately by written request when time off is needed for emergency leave. The written request must include:

1. The reason for emergency leave,
2. The number of hours requested, and
3. The dates for such leave.

Emergency leave must be approved by the department head, followed by the Chief Human Resources Officer.

No reduction in an employee's pay or accrued leave balances (personal, vacation, or sick) will be made for approved emergency leave taken under this section.

#### D. Reporting

State agencies, including UT Health San Antonio, must submit reports of employee emergency leave utilization to the Texas State Auditor's Office, Texas State Comptroller's Office, the Legislative Budget board, and other state agencies no later than October 1st of each year.

The report must include the name of each agency employee who has been granted emergency leave greater than 32 hours per fiscal year.

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

4.7.22 Emergency Leave

**V. Definitions**

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

**VI. Related References**

Texas Government Code, Section 661.902(b)

Texas Government Code, Section 661.902 (d)

**VII. Review and Approval History**

The approving authority of this policy is the University Executive Committee.

Effective Date	Action Taken	Approved By	Approved Date
11/2000	Policy Origination		
08/2018	Policy Revision		