



**I. 4.7.24 Comprehensive Leave Program**

Chapter 4 - General Personnel	Original Effective Date: September 2001
Section: 4.7 Work and Leave Administration	Date Last Reviewed: October 2022
Responsible Entity: Senior Vice President and Chief Human Resources Officer	Date Last Revised: October 2022

**II. Purpose**

The University of Texas Health Science Center at San Antonio (UT Health San Antonio) has established a Comprehensive Leave Program (CLP or Program) in accordance with relevant Texas Statute to allow current eligible employees flexibility in how they access and use leave benefits, as well as support the health and wellness of the UT Health San Antonio workforce by encouraging employees to take time off to refresh, rejuvenate and/or tend to the needs of immediate family members.

**III. Scope**

This policy applies to all eligible employees as defined below. This policy *does not apply* to any person classified by UT Health San Antonio as an independent contractor or any person that is not benefits eligible or who require student status as a condition of employment. The exception to non-benefits eligible are return-to-work retirees that would otherwise be eligible for the Program.

**IV. Policy**

The UT Health San Antonio Comprehensive Leave Program (CLP or Program) includes three components: 1) Paid Time Off (PTO), 2) Extended Illness Bank (EIB), and 3) Paid Family Leave (PFL).

Employees are advised to consult with the Office of Human Resources for additional details and guidance on the requirements of each component. In the event that a conflict arises between this Policy and the official Comprehensive Leave Program document, the Plan document shall prevail.

**A. Paid Time Off**

Upon an eligible employee's hire date and subsequently at the start of each fiscal year, eligible employees will receive their full amount of Paid Time Off (PTO) available for immediate use with approval from their supervisor, manager, or department head.

#### 4.7.24 Comprehensive Leave Program

All eligible newly hired employees will receive the first year of service PTO allotment and will be provided prorated allotment as noted in [Appendix A](#) if hired within the last two quarters. The next full fiscal year they will be eligible based on years of state service. The amount of PTO granted to eligible employees shall be based on years of state service as of September 1st in accordance with the schedule set forth in [Appendix A](#).

1. Employees may carry over up to 80 hours of PTO to be used by the end of the next fiscal year.
2. PTO benefits are not eligible for year over year accumulation.
3. Any remaining PTO balance at the end of each fiscal year or carried over is not eligible for cash payout.
4. PTO balances are not eligible for payout upon separation from the institution or retirement.

##### B. Extended Illness Bank

Extended Illness Bank (EIB) hours may be used for eligible employees, and/or dependents of the eligible employees who are sick, injured, including pregnancy for an employee, preventive healthcare and/or mental health visits.

The amount of EIB granted to eligible employees is in accordance with the schedule set forth in [Appendix A](#).

1. Eligible employees must first use eight (8) hours of PTO per fiscal year before using EIB hours.
2. Up to eight (8) hours of EIB may be used per fiscal year to attend educational activities of the eligible employees' child/children, such as a school-sponsored activity, including a parent-teacher conference, tutoring, a volunteer program, a field trip, a classroom project, a school committee meeting, an academic competition, an athletic, music or theater program.
3. EIB hours not used during the fiscal year in which they are allocated may carry over and be used in subsequent fiscal year(s). There is no limit or cap on EIB hours allocated and hours may be accumulated year over year.
4. Accrued sick leave hours as of August 31, 2021, will be rolled over to the EIB.
5. EIB benefits are not eligible for payout upon separation from the institution or retirement.

##### C. Paid Family Leave

Paid Family Leave (PFL) allows for a maximum of six (6) weeks paid leave to provide care for immediate family members. Eligible employees must have six (6) months of continuous service to be eligible for PFL. Leave taken under PFL shall run concurrently with leave taken under the Family Medical Leave Act (FMLA) and Parental Leave, when applicable.

Qualifying events include birth of child(ren), adoption/placement of a child under 18 years of age, or time needed to care for an immediate family member through illness or

#### 4.7.24 Comprehensive Leave Program

recovery from injury. If both parents are eligible employees, they can request PFL and take it concurrently.

1. Eligible employees may receive a maximum of six (6) weeks (equivalent of a maximum of 240 hours) of PFL at 100% of base salary following a qualifying event to care for immediate family members.
2. PFL may only be taken once in a rolling 12-month period up to the maximum amount allowable.
3. PFL must be requested at least 30 days in advance, when practicable, to coordinate scheduling with the employee's supervisor, manager, or department head.
4. PFL is generally granted in one-week (equivalent to up to 40 hours) increments as planned with the employee's department unless intermittent leave is necessary.
5. Requests must be in writing and submitted to the HR Leave Administrator for approval.
6. Employees who give their notice of intent to terminate or retire from UT Health San Antonio are no longer eligible to receive PFL.

#### V. Definitions

*When used in this document, the following words have the meaning set forth below unless a different meaning is required by context.*

Child – a biological child, stepchild, adoptive or foster child, a legal ward, or a child of a person standing in loco parentis who is either under 18 years of age or, if older, incapable of self-care due to mental or physical disability.

Dependent – a person who relies on another for support and is designated as a dependent for purposes of tax exemptions.

Eligible Employee – a benefits-eligible, regular full-time or part-time employee, appointed to work at least 20 hours per week for at least four and one-half (4 ½) months in a position that does not require student status as a condition of employment, including faculty.

Employee – any employee of UT Health San Antonio, who is on the regular payroll of UT Health San Antonio and whose compensation is reported by UT Health on IRS Form W-2. The term *does not include* any person classified by UT Health San Antonio as an independent contractor or any non-employee even if such individual is reclassified as an employee by the Internal Revenue Service, a court or any other governmental body or agency for any purpose at a later time.

Fiscal Year – the twelve-month period beginning September 1st and ending August 31st.

Full-Time Employee – an Employee who is regularly scheduled to work 40 hours per week for at least 4.5 months for UT Health San Antonio.

Immediate Family Member – spouse, parent, or child.

#### 4.7.24 Comprehensive Leave Program

Parent - includes biological, adoptive, step or foster parent of the employee or an individual who stood in loco parentis to the employee when the employee was a child. Does not include parents-in-law for Paid Family Leave. In Loco Parentis, includes those with day-to-day responsibilities to care for or financially support a "child", including a) Employees who have no biological or legal relationship with a child may, nonetheless, stand in loco parentis to the child and be entitled to leave; and b) Similarly, to care for someone who, although having no legal or biological relationship to the employee when the employee was a child, stood in loco parentis to the employee when the employee was a child.

Part-Time Employee - an Employee who is regularly scheduled to work at least twenty (20) but less than forty (40) hours per week for a period of at least four- and one-half months.

Spouse - a husband or wife as defined or recognized in the state where the individual was married and includes individuals in a common law or same-sex marriage provided Declaration of Informal Marriage is filed with the State of Texas.

#### VI. Related References

Questions regarding this policy should be directed to the Office of Human Resources at 210-567-8847 or by emailing [AskHR@uthscsa.edu](mailto:AskHR@uthscsa.edu).

**UT Health San Antonio**  
[Comprehensive Leave intranet site](#)

**Texas Government Code**  
Chapter 661. *Leave*  
Chapter 662. *Holidays and Recognition Days, Weeks, and Months*

#### 4.7.24 Comprehensive Leave Program

##### **Texas Education Code**

Chapter 51 *Provisions Generally Applicable to Higher Education*

Section 51.961 *Leave Provisions for Employees of University System or Component Institution of System*

### **VII. Review and Approval History**

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

Effective Date	Action Taken	Approved By	Approved Date
09/2021	Policy Origination	Executive Committee	9/30/21
05/2022	Policy Revision, discretionary edits	VP/Chief HR Officer	
10/2022	Policy Revision, discretionary edits	VP/Chief HR Officer	10/06/22