



4.7.18 Other Leave Entitlements

Chapter 4 - General Personnel	Original Effective Date: November 2000
Section: 4.7 Work and Leave Administration	Date Last Reviewed: January 2004
Responsible Entity: Vice President and Chief Human Resources Officer	Date Last Revised: January 2004

I. Purpose

To establish leave practices as required and permitted by law for UT Health San Antonio.

II. Scope

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

III. Policy

A. General Policy

Employees who are appointed at least twenty (20) hours per week for a period of at least four and one half (4½) months and that are not employed in a position for which the employee is required to be a student as a condition of employment may be eligible for the following types of leave from employment.

B. Volunteer Firefighters Leave

Employees who are volunteer firefighters are granted up to five (5) days of paid leave each fiscal year for attending fire service training conducted by state agencies or institutions of higher education. This leave is not charged against the employee's vacation or sick leave.

C. Foster Parent Leave

Employees who are foster parents to a child under the conservatorship of the Department of Protective and Regulatory Services (DPRS) are entitled to a leave with pay for the purpose of attending meetings held by DPRS regarding the child

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or an admission, review, and dismissal meeting held by the school district regarding the child.

This leave does not apply to employees who wish to become foster parents.

D. Parent-Teacher Conference Leave

Employees may use up to a total of eight (8) hours of sick leave total each calendar year to attend parent-teacher conference sessions for the employee's children who are in pre-kindergarten through twelfth grade. The eight (8) hours are in aggregate and does not apply to each individual child in the employee's family.

The employee must give reasonable advance notice for using sick leave to attend the parent-teacher conference.

E. Red Cross Disaster Service Volunteer Leave

Employees who are certified disaster service volunteers of the American Red Cross or who are in training to become volunteers may be granted leave up to ten (10) days each fiscal year to participate in specialized disaster relief services for the American Red Cross. The employee must have authorization from his or her supervisor in addition to a request to volunteer form from the American Red Cross and approval of the governor. If the above conditions are met, the employee will not lose pay, vacation time, sick leave or earned overtime and/or compensatory time during the leave.

F. Blood Donation Leave

Employees may take time off to donate blood not to exceed four (4) times in a fiscal year. The amount of time allowed is the time that is sufficient and reasonable to donate blood.

Employees must obtain prior approval from their supervisor before taking the time off. Upon returning to work, the employee must provide to the supervisor, documented proof that the employee donated blood during the time off. If the employee fails to provide documented proof that blood was donated during the time off, the department may deduct the time off from the employee's salary or accrued leave, whichever the employee chooses.

G. Organ Donor Leave

Employees may take up to thirty (30) working days on a paid leave of absence in a fiscal year to serve as an organ donor. Employees must provide adequate documentation to their supervisor before taking the time off.

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H. Bone Marrow Donor Leave

Employees may take up to five (5) working days on a paid leave of absence in a fiscal year to serve as a bone marrow donor. Employees must provide adequate documentation to their supervisor before taking the time off.

I. Official Activities

Upon the direction of the President, employees may be excused from regular duties to attend UT Health San Antonio meetings and activities.

Supervisors may grant a reasonable amount of time off during the workday for attending such events.

J. Procedures

1. In order to qualify for the leave entitlements under this policy, employees must provide their supervisor with adequate documentation to support the leave request in advance of the leave requested.
2. Employees provided with leave under this policy must designate the leave on their time sheets or leave request forms.
3. Employees taking leave for a parent-teacher conference as provided above must code the time absent as “sick leave” and indicate that the purpose of the leave was to attend a parent-teacher conference.
4. For all other leave designated in this policy, employees must code the time absent as “other” and provide an explanation.
5. The employing department is responsible for maintaining a record of time and attendance, absences of each employee, and the reason for absences.

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.

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Effective Date	Action Taken	Approved By	Date Approved
11/2000	Policy Origination		
01/2004	Policy Revision		