



SUB-TOPIC
EMERGENCY LEAVE

I. Policy Statement

The University of Texas at Dallas provides paid emergency leave in accordance with state law.

II. Scope

This policy applies to any employee who is appointed to work at least twenty (20) hours per week for a period of at least four and one-half (4 1/2) continuous months. For purposes of this policy, faculty must be appointed for at least fifty percent (50%) time for at least four and one-half (4 1/2) continuous months. Students employed in positions that require student status as a condition of employment are not covered by this policy.

III. Qualified Purposes

- A. **Death in the Employee's Family.** With supervisory approval, an employee shall be granted up to three (3) days of leave in the event of a death in the employee's family. Employee's family is defined as the employee's spouse, the employee's and the spouse's parents, children, brothers, sisters, grandparents, and grandchildren and an employee's daughters-in-law and sons-in-law.
- B. **Funeral of a Coworker.** With supervisory approval, an employee shall be granted up to four (4) hours of leave to attend the funeral of a coworker. Coworker is defined as a person who was an active employee of The University of Texas at Dallas at the time of death.
- C. **Natural Disasters.** The President of the University may grant paid leave for natural disasters, such as a tornado.
- D. **Emergency Closures.** The University may grant paid leave for emergency closures of campus facilities or operations.
- E. **Other Reasons.** The President of the University, or his or her delegate, upon recommendation of the Director of Human Resources, may make a determination on other reasons for emergency leave when the employee shows good cause for such leave.

IV. Employee Responsibilities

Except for emergency closures, the employee or the employee's representative must submit a written request for emergency leave to the department head. Requests shall specify the reason and length of time required. The employee shall obtain approval for emergency leave and promptly and accurately record the use of leave on the appropriate time sheet.

V. Supervisor and Department Head Responsibility

- A. **Supervisor.** The supervisor must approve requests for leave due to a death in an employee's family or attendance of a coworker's funeral, verify that the employee has accurately recorded emergency leave use, and sign the appropriate time report.



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B. Department Head. For leave requests due to natural disasters or other reasons, the department head shall transmit the requests to the President through the appropriate vice president with a recommendation.

VI. Delegation of Authority

Authority is hereby delegated to the department head or designee to determine emergency leave eligibility due to a death in an employee's family or attendance of a coworker's funeral and to approve use of emergency leave.

VII. Authority

Texas Government Code § 661.902