



Policy Chapter: Chapter 5 Human Resources

Policy Number and Title: 05.066 Emergency Leave, Leave During an Investigation and Administrative Leave

I. Policy Statement

The University of North Texas provides leaves of absence for employees who have a death in the family, as a reward for outstanding performance, and for other good cause as determined by the President.

II. Application of Policy

Employees

III. Policy Definitions

A. Administrative Leave

“Administrative Leave,” in this policy, means leave granted to a faculty or regular staff member without a deduction in regular salary as a reward for outstanding performance, as documented by the faculty or regular staff member performance appraisals.

B. Department Official

“Department Official,” in this policy, means the individual who has authority to approve emergency leave for the purposes of bereavement, and is normally the department head unless otherwise designated by the President.

C. Emergency Leave

“Emergency Leave,” in this policy, means leave granted to a faculty or regular staff member without a deduction in regular salary when a faculty or regular staff member must be absent from work due to a death in the family or when it is determined that there is good cause for such leave.

D. Employee

“Employee,” in this policy, means an individual who is employed part-time, full-time, or in a temporary capacity, or who is required to be a student as a condition of employment.

E. Faculty

“Faculty,” in this policy, means an individual employed by the University classified as faculty, and whose duties include teaching, research, and/or administrative service, including professional librarians, and who is scheduled to work at least 20 hours per week for a period of at least four and a half (4 ½) continuous months.

F. Family

“Family,” in this policy, means an employee’s spouse, or the employee’s or spouse’s parent, brother, sister, grandparent, grandchild, or child. Relationships that exist due to marriage, such as son-in-law, daughter-in-law, and brother-in-law and sister-in-law, will terminate upon death or divorce.

G. Regular Staff Member

“Regular Staff Member,” in this policy, means an employee who is scheduled to work at least 20 hours per week for a period of at least four and a half (4 ½) continuous months and is not employed in a position for which the employee is required to be a student as a condition of employment.

H. Workday

“Workday,” in this policy, means a date that an employee is scheduled to work, and is equivalent to the standard hours that the employee is normally scheduled to work in a day.

IV. Policy Responsibilities

A. Emergency Leave

1. Death in the Family

- a. Regular staff members and faculty will be granted emergency leave for reason of death in the family. The amount of time granted shall normally not exceed three (3) workdays. A full three (3) workdays are not automatically granted since it is intended that such leave be limited to the reasonable amount of time necessary for travel, funeral arrangements, funeral, or memorial services, and being with other family members during the immediate period of bereavement.
- b. Emergency leave should be requested as soon as a faculty or regular staff member knows of the need to be absent. Requests for such leave must be submitted to the department official who has authority to approve leave through the university’s absence reporting procedures.
- c. Emergency leave for the death of a family member may not be used after a faculty or regular staff member has terminated employment and has completed their last physical workday.

2. Other Good Cause

- a. The President or designee may grant emergency leave for other good cause, including in emergency situations such as a natural disaster, or inclement weather conditions. Faculty or regular staff members are not required to request emergency leave if the President grants the emergency leave because the university is closed due to weather conditions or in observance of a holiday.

- b. Emergency leave may also be granted to a faculty or regular staff member for other reasons if the faculty or regular staff member requests the leave and the President or designee determines that the faculty or regular staff member has shown good cause for the emergency leave.

B. Leave During Agency Investigation

1. The President or designee, normally the division Vice President, may approve a leave of absence with or without pay, subject to the concurrence of the Executive Director of Human Resources, when it is necessary to place an employee on immediate leave pending the outcome of an investigation when the employee is the subject of, victim of, or witness to events that are the subject matter of an investigation being conducted by the University. These investigations may be necessary due to major work rule violations such as fraud, theft, or engaging in other criminal conduct; when an employee or the university community's safety or security is a concern; or when it is deemed necessary to remove an employee from the workplace so that a thorough investigation can be conducted.
2. Written notification of leave during an investigation will be prepared by Human Resources and facilitated by the department official.
3. Faculty and regular staff members placed on a leave of absence with pay pending the outcome of an investigation being conducted by the university will be granted emergency leave without a reduction in pay for the actual workdays that the faculty or regular staff member was required to remain on leave.
4. Employees placed on a leave of absence without pay pending the outcome of an investigation being conducted by the university are not required to exhaust all accumulated paid leave entitlements before going on leave without pay status.

C. Administrative Leave

1. The President or designee may grant a faculty or regular staff member administrative leave up to a maximum of thirty-two (32) hours in one fiscal year as a reward for outstanding performance as documented by the faculty or regular staff member's performance appraisals.
2. Administrative leave must be taken within twelve (12) months of the date that the leave was awarded, or it will be forfeited.
3. Administrative leave may not be converted to any other type of leave, may not be transferred or paid upon termination of employment, and may not be paid to the estate of a deceased employee.

V. References and Cross-References

[Texas Government Code, Chapter 661](#)

[UNT Policy 05.069, Leave of Absence Without Pay](#)

[UNT Policy 06.025, Faculty Misconduct and Discipline](#)

VI. Revision History

Policy Contact:	Asst VC & Chief HR Officer
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