

Policies of the University of North Texas	Chapter 5
05.066 Emergency, Administrative Leave and Leave During an Investigation	Human Resources

Policy Statement. The University of North Texas provides leaves of absence with pay for employees in specified circumstances. Certain specified leaves are not charged against an employee’s vacation, sick leave, or compensatory time accruals.

Application of Policy. Regular Staff and faculty

Definitions.

1. **Family.** “Family” means an employee’s spouse, or the employee’s or spouse’s parents, brother, sister, grandparents, grandchildren, child, aunts, uncles, nieces, nephews, sons-in-law, daughters-in-law, and brothers-in-law and sisters-in-law.

2. **Regular Staff Member.** “Regular Staff Member” means an employee who is scheduled to work at least 20 hours per week for a period of at least 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.

3. **Faculty.** “Faculty” means an individual employed by the University on a fulltime basis, classified as faculty, and whose duties include teaching, research, and/ or administrative service, including professional librarians.

Procedures and Responsibilities.

1. **Emergency Leave.**
 - A. **Death in the Family.** Regular staff members and faculty will be granted emergency leave without the loss of regular pay for reason of death in the family. Requests for emergency leave for reason of death of a family member not defined as family must be approved by the President or designee. The amount of time granted shall normally not exceed three (3) days; however, requests for leave in excess of three days may be approved, based on the facts and circumstances of each case. A full three days is 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. **Timekeeping.** Requests for such leave must be submitted to the department official who has authority to approve leave. An eLeave request should be submitted as soon as the staff members knows of the need to be absent.

- C. Other Good Cause. The President or designee may grant emergency leave to a faculty or staff member if the faculty or staff member requests the leave and the President or designee determines that the faculty or staff member has shown good cause for the emergency leave.

Responsible Party: President or designee

2. Administrative Leave.

The President or designee may grant administrative leave to a regular staff member or faculty as a reward for outstanding performance as documented by the faculty or staff member's performance appraisals for up to a maximum of 32 hours in one fiscal year.

Responsible Party: President or designee

3. Leave During Agency Investigation.

The President or designee may grant leave to a [regular staff member or faculty](#) without loss of regular pay in salary when the staff member or faculty is the subject of, victim of, or witness to events that are the subject matter of an investigation being conducted by the University.

Responsible Party: President or designee

References and Cross-References.

Texas Government Code, Chapter 661

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