



**Policy Chapter:** Chapter 5 Human Resources

**Policy Number and Title:** 05.072 Leave with Pay

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**I. Policy Statement**

The University of North Texas provides leave with pay to eligible employees for specified purposes, provided eligibility and documentation criteria are met. These forms of leave are not charged against an employee's vacation, sick leave, or compensatory time accruals.

**II. Application of Policy**

All Regular Faculty and Staff.

**III. Policy Definitions**

**A. Regular Faculty and Staff**

"Regular Faculty and Staff," in this policy, means employees who are appointed to work at least twenty (20) hours per week for a period of at least four and one-half (4 ½) months in a position that does not require student status as a condition of employment.

**B. Supervisor**

"Supervisor," in this policy, means the individual to whom the employee reports and who has the responsibility to assign and evaluate the employee's work.

**C. Employee with a Disability**

"Employee with a Disability," in this policy, means a person who has a mental or physical disability, an intellectual or developmental disability, a hearing impairment, deafness, a speech impairment, a visual impairment, post-traumatic stress disorder, or any health impairment that requires special ambulatory devices or services.

**D. Veteran**

"Veteran," in this policy, means a person who has served:

1. in the Army, Navy, Air Force, Coast Guard, Marine Corps, or Space Force of the United States;
2. in the Texas military forces as defined by [Tex. Govt. Code § 437.001](#); or
3. in an auxiliary service of one of those branches of the armed forces; and
4. has been discharged or released therefrom under conditions other than dishonorable.

**E. Emergency Medical Services Volunteer**

"Emergency Medical Services Volunteer," in this policy, means emergency medical services personnel who provide emergency prehospital care without remuneration, except reimbursement for expenses.

**F. Peace Officer**

“Peace Officer,” in this policy, means an individual who is a commissioned peace officer employed by UNT.

**G. Search and Rescue Volunteer**

“Search and Rescue Volunteer,” in this policy, means an individual who without remuneration, except reimbursement for expenses, provides services for or on behalf of an organization that conducts search and rescue activities.

**H. Telecommunicator**

“Telecommunicator,” in this policy, means an individual acknowledged by the Texas Commission on Law Enforcement (TCOLE) who:

1. is employed by, or serving in, the UNT Police Department (UNTPD); and
2. receives, processes, and transmits public safety information and criminal justice data for UNTPD by using a base radio station on a public safety frequency regulated by the Federal Communications Commission or by another method of communication.

**IV. Policy Responsibilities**

**A. Acceptable Leave for Pay Purposes**

1. Amateur Radio Operator

An employee who holds an amateur radio station license issued by the Federal Communications Commission may be granted paid leave, not to exceed ten (10) working days each fiscal year, to participate in specialized disaster relief services if the leave is taken:

- a. with the authorization of the employee’s supervisor, and
- b. with the approval of the Governor.

2. Volunteers of Texas Voluntary Organizations Active in Disaster

An employee who is a volunteer of an organization that is a member of the Texas Voluntary Organizations Active in Disaster may be granted paid leave, not to exceed ten (10) working days each fiscal year, to participate in disaster relief services if the leave taken:

- a. Is with the authorization of the employee’s supervisor;
- b. the services in which the employee participates are provided for a state of disaster declared by the Governor under [4 Tex Govt. Code § 418](#); and
- c. the President approves the leave.

3. Assistance Dog Training for Employees with a Disability

- a. An employee with a disability is entitled to a paid leave of absence, not to exceed

ten (10) working days in a fiscal year, to attend a training program to acquaint the employee with an assistance dog to be used by the employee.

- b. To be eligible for this leave, the employee must provide documentation of training arrangements to the supervisor.

#### 4. Blood Donor

- a. An employee is allowed sufficient time off, with pay, to donate blood.
- b. An employee may receive time off to donate blood by obtaining approval from their supervisor before taking time off.
- c. On returning to work after taking time off to donate blood, an employee must provide their supervisor with proof that the employee donated blood during the time off. If the employee fails to provide proof that they donated blood during the time off, the time off period will be deducted from the employee's accrued leave or salary, whichever the employee chooses.
- d. An employee may receive time off to donate blood not more than four (4) times in a fiscal year.

#### 5. Compensatory Time

See [UNT Policy 05.062, Compensatory Time and Overtime](#).

#### 6. Court Appointed Special Advocate (CASA) Volunteers

- a. An employee may be granted paid leave, not to exceed five (5) hours each month, to participate in mandatory training or perform volunteer services for Court Appointed Special Advocates.
- b. To be eligible for this leave, the employee must provide a copy of any notice received or other documentation affirming the date, time, and location of the volunteer services to their supervisor.

#### 7. Foster Parents

- a. An employee who is a foster parent to a child under the conservatorship of the Department of Family and Protective Services is entitled to a paid leave of absence for the purpose of attending:
  - i. meetings held by the Department of Family and Protective Services regarding the child under the foster care of the employee; or
  - ii. an Admission, Review, and Dismissal (ARD) meeting held by a school district regarding the child under the foster care of the employee.
- b. To be eligible for this leave, the employee must provide a copy of any notice received or other documentation affirming the date, time, and location of the meeting or ARD to their supervisor.

## 8. Jury Service or Witness Service

### a. Jury Service

An employee is entitled to a paid leave of absence to respond to a summons for jury service and to serve on a jury, if selected. An employee is entitled to accept any fee or compensation received for jury service without deduction to the employee's salary. Documentation of jury service must be provided to the employee's supervisor.

### b. Witness Service

- i. An employee who appears as a witness in an official capacity, on behalf of the University, in a judicial proceeding or legislative hearing shall consider and report the time as worked and shall not accept or receive a witness fee for their appearance. An employee who appears as a witness in an official capacity, on behalf of the University, in a judicial proceeding or legislative hearing may receive reimbursement for travel and a per diem, or reimbursement for expenses connected to the appearance, so long as there is not double reimbursement to the employee for those expenses.
- ii. An employee who appears as a witness, in a capacity other than their official capacity as an employee, in a judicial proceeding or legislative hearing, is entitled to receive any customary witness fees for the appearance. The employee must notify their supervisor and use eligible accrued leave. If eligible accrued leave is not available, the supervisor must grant leave without pay.
- iii. An employee who appears as an expert witness in a judicial proceeding or legislative hearing may accept compensation for the appearance and reimbursement for travel expenses so long as the employee does not receive double compensation for those expenses. For purposes of this section, paid leave is not considered to be double compensation. An employee may use eligible accrued leave. If the employee does not have eligible accrued leave, then the employee must take leave without pay.
- iv. Appearance as an expert witness, in a capacity other than their official capacity as an employee, in a judicial hearing or legislative hearing, whether paid or unpaid, must not interfere or conflict with the individual's position with the university and be compliant with the university policy on dual and outside employment and other activities.

## 9. Medical and Mental Health Care Leave for Certain Veterans

- a. An employee who is a veteran and eligible for health benefits under a program administered by the Veterans Health Administration of the United States Department of Veterans Affairs (VA) may be granted paid leave, not to exceed fifteen (15) working days each fiscal year, to obtain medical or mental health care administered by the VA, including physical rehabilitation. An employee must

provide advance notification to their supervisor and medical documentation to Human Resources to request a leave of absence to obtain VA services. Leave requests require approval by the employee's supervisor and Human Resources.

- b. The University President may annually grant additional days of leave as appropriate for the employee.

#### 10. Mental Health Leave for Peace Officers and Telecommunicators

- a. Peace Officers or telecommunicators who experience a traumatic event in the scope of their employment that may interfere with their ability to function during or after the event are eligible to receive three (3) days of paid leave as determined by the Chief of Police. Traumatic events may include, but are not limited to, the following:
  - i. major disasters, accidents, shootings, explosions, and/or search and recovery missions involving casualties;
  - ii. line-of-duty death or suicide of a department member;
  - iii. death of a child resulting from violence or neglect; or
  - iv. officer(s) involved in a shooting of a person.
- b. All requests for mental health leave must be routed to the department head for approval. All requests must be treated as strictly confidential. Extensions of mental health leave may be available under certain circumstances. Any request for an extension must be accompanied by documentation from a mental health professional who is counseling the officer. Requests will be reviewed by the department in coordination with Human Resources.
- c. Mental Health benefits are available through the [Employees Retirement System health insurance program](#) and through the [Employees Assistance Program](#).

#### 11. Organ Donor or Bone Marrow Donor

An employee is entitled to a paid leave of absence to serve as an organ donor or bone marrow donor. An employee must provide notification, in advance, to their supervisor before taking a leave to serve as an organ donor or bone marrow donor.

The leave of absence provided by this section may not exceed:

- a. thirty (30) working days in a fiscal year to serve as an organ donor, or
- b. five (5) working days in a fiscal year to serve as a bone marrow donor.

#### 12. Parental Leave

See [UNT Policy 05.061, Parental Leave](#).

### 13. Reserve Law Enforcement Officers

- a. An employee who is a reserve law enforcement officer is entitled to a paid leave of absence, not to exceed five (5) working days each fiscal biennium, to attend training. A reserve law enforcement officer means an individual designated as a reserve law enforcement officer under a county, municipal, or district police reserve force.
- b. To be eligible for this leave, the employee must provide to the employee's supervisor, in advance, documentation of their status as a reserve law enforcement officer and documentation of training.

### 14. Sick Leave

See [UNT Policy 05.050, Sick Leave](#).

### 15. Vacation

See [UNT Policy 05.055, Vacation Leave](#).

### 16. Volunteer Firefighters, Emergency Medical Services Volunteers, and Search and Rescue Volunteers

#### a. *Training*

An employee who is a volunteer firefighter, an emergency medical services (EMS) volunteer, or a search and rescue volunteer is entitled to a paid leave of absence, not to exceed five (5) working days each fiscal year, to attend fire service, emergency medical services, or search and rescue training conducted by a state agency or institution of higher education.

#### b. *Responding to an Emergency Fire, Medical, or Search and Rescue Situation*

- i. An employee who is a volunteer firefighter, an emergency medical services volunteer, or a search and rescue volunteer may be granted a paid leave for the purpose of allowing the firefighter, emergency medical services volunteer, or search and rescue volunteer to respond to emergency fire, medical, or search and rescue situations.
- ii. To be eligible for this leave, the employee must provide to the employee's supervisor, in advance, documentation of their status as a certified volunteer firefighter or EMS volunteer.

### 17. Voting

An employee must be provided sufficient time off with pay during the workday to vote in each national, state, or local election. The employee should notify the supervisor of the employee's intent to use work time to vote. There is no need to record the time absent to vote; this time is reported as time worked.

**V. Resources/Forms/Tools**

[Employees Assistance Program \(EAP\)](#)

[Employees Retirement System \(ERS\)](#)

**VI. References and Cross-References**

[3 Tex. Edu. Code § 51](#)

[16 Tex. Elec. Code §276](#)

[4 Tex. Govt. Code § 431](#)

[4 Tex. Govt. Code § 434](#)

[6 Tex. Govt. Code, § 614](#)

[6 Tex. Govt. Code § 659](#)

[6 Tex. Govt. Code § 661](#)

[8 Tex. Govt. Code § 814](#)

[10 Tex. Occ. Code § 1701](#)

[9 THSC § 773](#)

[8 THRC § 121](#)

[5 TLC § 401](#)

[UNT Policy 05.008, Dual and Outside Employment and Other Activities](#)

[UNT Policy 05.011, Employment of Individuals with Disabilities/Workplace Accommodations](#)

[UNT Policy 05.050, Sick Leave](#)

[UNT Policy 05.055, Vacation Leave](#)

[UNT Policy 05.061, Parental Leave](#)

[UNT Policy 05.062, Compensatory Leave and Overtime](#)

**VII. Revision History**

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