

# What is the Employee's Role in Leave Traq?

- Daily entry, correction, and submission of leave documents in Leave Traq along with necessary documentation to Office of Human Resources for the current pay period. Weekly entry, correction and submission of timesheets in Time Traq
- Being informed of Texas A&M System Policies and Regulations, the Prairie View A&M University Policies and Procedures and the, Prairie View A & M University Rules regarding work hours and leave

# Types of Leave

- Vacation
- Sick
- Sick Leave Pool
- FMLA Leave
- Military Leave
- Parent Teacher Conference
- Leave With Pay
  - Bereavement Leave
  - Voting Leave
  - Volunteer Fire Fighter
- Leave With Pay Cont.
  - Blood Donor
  - Bone Marrow Donor
  - Organ Donor
  - CASA Court Appointed
  - Special Advocates
- Leave Without Pay
- Leave Without Pay disciplinary

# System Policies & Regulations

- Sick Leave - <http://employees.tamu.edu/employees/benefits/leave/sickLeave.aspx>
- Vacation Leave - <http://tamus.edu/offices/policy/policies/pdf/31-03-01.pdf>
- Sick Leave Pool - <http://tamus.edu/offices/policy/policies/pdf/31-06-01.pdf>
- FMLA - <http://tamus.edu/offices/policy/policies/pdf/31-03-05.pdf>
- Military Leave - <http://tamus.edu/offices/policy/policies/pdf/31-03-06.pdf>
- Death of a Family Member PVAMU Rule- <http://www.pvamu.edu/pages/989.asp>
- Death of a Family Member - <http://tamus.edu/offices/policy/policies/pdf/31-03-03.pdf>
- Voting, Jury Duty, Volunteer Fire Fighter, Organ, Bone and Blood Donor, & CASA Volunteer - <http://tamus.edu/offices/policy/policies/pdf/31-03-03.pdf>
- Leave without pay - <http://www.tamus.edu/offices/policy/policies/pdf/31-03-04.pdf>