

**PRAIRIE VIEW A&M UNIVERSITY
UNIVERSITY ADMINISTRATIVE PROCEDURE**



31.03.03.P0.01 Leave of Absence With Pay

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UAP Purpose

The purpose of this University Administrative Procedure (UAP) is to explain the proper administrative guidelines, accounting, and employee eligibility in regards to Leave of Absence with Pay provided by Prairie View A&M University (PVAMU). There are several types of approved leave of absence with pay that are authorized for regular employees of PVAMU. This UAP should be read in conjunction with System Regulation [31.03.03 Leave of Absence with Pay](#).

Definitions

Regular Employee – a person who is budgeted by name for fifty (50) percent or more time for at least four and one-half months or a semester of more than four (4) months.

Official Procedures and Responsibilities

1. GENERAL

- 1.1 All regular employees of PVAMU are entitled to leaves of absence with pay under conditions described in this UAP.

2. EMERGENCY LEAVES

2.1 Death of a Family Member

2.1.1 An employee is entitled to emergency leave because of the death of an employee's spouse, or the employee's or spouse's child, step child, parent, step parent, brother, step brother, sister, step sister, grandparent, step grandparent, great grandparent, step great grandparent, grandchild, step grandchild, great grandchild or step great grandchild. The emergency leave hours are not required to be consecutive, but must be taken within 30 days from the date of death.

2.1.2 Three (3) days of bereavement leave will be granted for the death of a family member listed in Section 2.1.1.

- 2.1.3 Employees requesting an additional two (2) days of bereavement leave for the death of a family member listed in Section 2.1.1 must complete the [Bereavement Leave Request Form](#) and submit through the appropriate administrative channels for approval by the area vice president. The approved form must be forwarded to the Office of Human Resources.
- 2.2 Emergency Evacuation Order
 - 2.2.1 If an emergency evacuation order is issued by state or local government, each employee scheduled to work should be granted emergency leave for up to the duration of the order. Emergency service personnel or others needed to provide for the safety and well-being of the general public or for the restoration of vital services will not be granted leave, but will accrue compensatory time.
- 2.3 Unsafe Working or Travel Conditions
 - 2.3.1 When an office or worksite closes because of hazardous conditions or unsafe travel conditions, the employees scheduled to work will be granted emergency leave for the time the work site is closed. Employees who are required to work during the time an office or work site is closed because of hazardous conditions or unsafe travel conditions will accrue compensatory time.
 - 2.3.2 An employee's vice president may also grant emergency leave when the University does not officially close but hazardous or unsafe conditions delay or prevent an employee from being at work during his or her scheduled work hours.
- 2.4 Office Closures
 - 2.4.1 Closure of PVAMU offices will be approved by the President.
 - 2.4.2 When PVAMU is closed for reasons other than those described in Sections 2.2 or 2.3, the employees scheduled to work will be granted paid leave for the time the work site is closed. Employees who are required to work when an office is closed under this section may accrue compensatory time. Wage employees and student workers are excluded from this provision.
 - 2.4.2.1 Non-exempt regular employees who are required to work during the emergency will be granted equivalent compensatory time by department/unit heads in addition to being paid for the hours worked.
 - 2.4.2.2 Employees who are on approved sick leave or vacation leave when an emergency is declared will not have their leave changed to emergency leave.
 - 2.4.2.3 Temporary closure of an individual department or unit resulting from unsafe work conditions must be approved by the unit's respective Vice President.

3. CONFERENCES AND PROFESSIONAL MEETINGS

- 3.1 Absences from work to attend approved conferences or professional meetings are considered part of an employee's regular work activities.
- 3.2 Requests to attend conferences or professional meetings will be submitted to the department head for approval.

4. VOLUNTEER FIREFIGHTERS AND EMERGENCY MEDICAL SERVICES VOLUNTEERS

- 4.1 Employees who are volunteer firefighters or emergency medical services volunteers will be granted a leave of absence up to five (5) working days each fiscal year to attend training conducted by state agencies or institutions of higher education.
- 4.2 Emergency leave may be granted to a University employee who is a volunteer firefighter and is needed to be actively involved in fighting a fire, or to an emergency medical services volunteer responding to a medical situation during the employee's regular working hours. Verification of the duty must be provided in a written statement on the organization's letterhead from the Fire Chief of the volunteer fire department or the Emergency Medical Services (EMS) Coordinator of the EMS station responsible for responding to the emergency.
- 4.3 Requests for this type of leave will be forwarded through the appropriate administrative channels to the department/unit head for approval.

5. MILITARY TRAINING AND DUTY

- 5.1 See System Regulation [31.03.06 Military Leave and Service](#) for guidance.

6. JURY SERVICE

- 6.1 An employee is entitled to a leave of absence for jury service. The employee will not be required to account to the University for any fee or compensation received for the jury service.
- 6.2 Requests for this leave will be forwarded through the appropriate administrative channels to the department/unit head for approval.

7. EMPLOYEES WITH DISABILITIES

- 7.1 An employee with a disability is entitled to a leave of absence, for a period not to exceed ten (10) working days in a fiscal year, for the purpose of attending a training program to acquaint the employee with the use of adaptive technology or a service animal to be used by the employee. Department heads are authorized to approve such leave.
- 7.2 For the purposes of this UAP, an employee with a disability is one who has any health impairment that requires special ambulatory devices or services.

8. FOSTER PARENTS

- 8.1 Employees who are foster parents to a child under the conservatorship of the Department of Protective and Regulatory Services are entitled to a leave of absence to attend Department of Protective and Regulatory Services meetings or school district admission, review and dismissal meetings regarding the foster child.

9. AMERICAN RED CROSS DISASTER SERVICE VOLUNTEERS

- 9.1 An employee who is a certified disaster service volunteer of the American Red Cross or who is in training to become a volunteer may be granted up to ten (10) days of leave each fiscal year to participate in specialized disaster relief services. The leave must be requested by the Red Cross, approved by the Governor and authorized by the employee's supervisor. The Texas Division of Emergency Management will coordinate the list of eligible employees.

10. FACULTY DEVELOPMENT LEAVE

- 10.1 For information on Faculty Development Leave, see System Regulation [12.99.01 Faculty Development Leave](#).

11. ORGAN, BONE MARROW, OR BLOOD DONORS

- 11.1 An employee is entitled to a leave of absence up to five (5) working days each fiscal year to serve as a bone marrow donor and up to thirty (30) working days each fiscal year to serve as an organ donor.
- 11.2 An employee is entitled to sufficient time off to donate blood up to four (4) times per fiscal year. The employee must consult with his or her supervisor before taking time off to donate blood and must provide proof of donation upon return.

12. VOTING

- 12.1 Employees will be allowed sufficient time off to vote in national, state, and local elections. The time off must be reasonable and as agreed upon in advance during consultation with the employee's supervisor.
- 12.2 Supervisors shall consult with each of their employees before an election day to determine which employee(s) will not have sufficient time to vote before or after their scheduled work shifts so that appropriate coverage can be maintained in their respective areas.
- 12.3 Employees must notify their supervisor if they do not have sufficient time to vote on their own time.
- 12.4 Supervisors may schedule voting leave by allowing the employee to:
- 12.4.1 Arrive at work later than normally scheduled;
 - 12.4.2 Leave work early without expectation of return; or,
 - 12.4.3 Take a longer lunch than normally scheduled.

13. COURT APPOINTED SPECIAL ADVOCATES VOLUNTEERS

- 13.1 Court Appointed Special Advocates (CASA) are volunteers selected by the state's judicial system to, among other duties, provide detailed information a court may need to ensure a child's best interest is served where residency or other matters are concerned. General guidelines are as follows:
- 13.1.1 Employees who are CASA volunteers are eligible for paid leave of up to five (5) hours each month to participate in mandatory training or to perform volunteer services for CASA.
- 13.2 An employee will be required to provide documentation to his/her supervisor before the leave is approved.

Related Statutes, Policies, Regulations and Rules

[System Regulation 12.99.01 Faculty Development Leave](#)

[System Policy 31.03 Leaves of Absence](#)

[System Regulation 31.03.03 Leave of Absence with Pay](#)

[System Regulation 31.03.06 Military Leave and Service](#)

Contact Office

Office of Human Resources 936-261-1730
