Other Leave Programs
Updated: 7/08/2016

Purpose
To provide eligible employees the ability and process to use other approved paid leave programs.

Policy
This policy provides for administration of other paid leave benefits for eligible employees of The University of Texas at El Paso.

Procedures
Bereavement Leave:
Employees wishing to use bereavement leave must request and receive approval with their respective supervisor upon notification of an immediate family member's death. Leave may not be granted for more than three (3) work days.

In the event an employee requires additional time to attend to funeral/burial matters, the employee can request additional leave using their accrued vacation time.

The employee must submit a leave request form indicating the period of bereavement leave.

An employee of The University of Texas at El Paso who is appointed to work at least twenty (20) hours per week for a period of four and one-half months or more in a position that does not require student status as a condition of employment will be granted bereavement leave for a death in the employee’s family.

Jury Duty and Witness Service:
In the event an employee is notified for jury service, an employee should notify the supervisor as soon as notice of jury service is received. The employee must furnish documentary proof of service to the immediate supervisor.

The employee must submit a leave request form indicating the period of jury duty leave. If you are not selected or your service was canceled the day of, you must return to work and provide your supervisor with the documentation provided by the court. Leave requests must have the supporting court documentation upon completion of service.

Leave Without Pay:
With the interest of the University being given first consideration and for good cause, leaves of absence without pay may be granted for a period within the term of appointment of a member of the faculty or staff.

The maximum period for which a leave of absence will be granted is the end of the fiscal year in which the leave begins.

The employee must submit an approved leave request form indicating the period of leave without pay.
Military Leave:
Employees will receive full pay for a maximum of fifteen (15) work days in any fiscal year for
duty in the National Guard or Reserve Units of the United States Armed Forces. A copy of the
orders must be provided to the Office of Human Resources to arrange the leave of absence.
The employee must submit a leave request form indicating the period of military leave.

Parental Leave:
The University of Texas at El Paso provides up to twelve (12) weeks of unpaid parental leave
for those employees who are ineligible for family and medical leave coverage for the birth of a
natural child or for the adoption or foster care placement of children under three (3) years of
age.
The employee must submit a leave request form indicating the period of parental leave to the Office
of Human Resources prior to meeting with a Benefits Representative.

Educational Activities:
An employee may use up to eight (8) hours of sick leave each fiscal year to attend educational
activities of the employee's child.
The employee must submit a leave request form indicating the period of educational activities.

Applicability
All Classified and A&P Employees

Definitions
Employee’s family – is defined for these purposes as the employee’s spouse, or the
parent, brother, sister, grandparent, grandchild, or child of the employee or the employee's
spouse.

Responsible Party
Associate Vice President, Office of Human Resources