TO: Component University Presidents
Vice Chancellors
Deans
Directors
College/Division Administrators

FROM: Dr. Renu Khator

DATE: July 17, 2015

SUBJECT: Rescission of University of Houston System Policies from Human Resources

During a recent review of the System Administrative Memoranda, it was determined that the following SAMs are no longer necessary:

SAM 02.D.03 – Leave of Absence Without Pay for Staff Employees
SAM 02.D.05 – Military Leaves of Absence for Reservists

During a recent review of procedures by the Chief Human Resources Officers (CHROs), it was determined that SAM 02.D.03 and SAM 02.D.05 are considered obsolete due to the following factors:

- SAM 02.D.04, Leaves of Absence, was approved on June 12, 2015. Information contained in SAM 02.D.04 replaces both SAM 02.D.03 and SAM 02.D.05.
- Documentation regarding Leaves of Absence Without Pay (Unpaid Leave) for Staff Employees is located in SAM 02.D.04, Section 7.
- Documentation regarding Military Leaves for Reservists is located in SAM 02.D.04, Section 8.4.

Due to the current redundancy in documentation on Leaves of Absence, the CHROs are requesting the rescission of SAM 02.D.03 and SAM 02.D.05.

Therefore, effective today, I am rescinding SAM 02.D.03 and SAM 02.D.05.
SECTION: Human Resources

AREA: Leave Entitlements

SUBJECT: Leave of Absence Without Pay for Staff Employees

1. PURPOSE

1.1. A leave of absence without pay is an authorized temporary release of a staff member from the payroll. The purpose of this administrative memorandum is to establish University of Houston System policy for considering and granting a leave of absence without pay. This policy does not apply to unpaid leaves because of work–related injury or illness (refer to A.M. No. 01.C.03, Reporting Workers’ Compensation Accidents) or to the Family and Medical Leave (refer to A.M. 02.D.06, Family and Medical Leave).

2. DEFINITIONS

2.1. Regular, benefits–eligible employee. An employee of any component of the UH System who is employed to work at least 20 hours per week for at least 4.5 continuous months, excluding students employed in positions that require student status as a condition for employment.

2.2. CEO. Chief Executive Officer of a component of the UH System, or designee of the CEO.

3. POLICY

3.1. A regular, benefits–eligible employee may be granted a leave of absence without pay for a period not to exceed 12 months after all applicable accrued paid leave balances (including sick leave, vacation leave, and compensatory leave) have been exhausted. The use of accrued sick leave is, however, restricted to those circumstances that would otherwise qualify the employee for sick leave usage under state law and university rules and regulations governing the use of sick leave. For more information concerning the use of sick leave, refer to A.M. 02.D.01 – Vacation and Sick Leave.

If leave without pay is granted for a shorter specific period of time, it may be extended for a combined period of time not to exceed 12 months.

The CEO may grant exceptions to these limitations for such purposes as interagency agreements or educational purposes.

January 22, 1996
3.2. All requests for leave of absence without pay require prior approval of the CEO. The CEO may delegate authority to approve requests for any leave of absence without pay that is for a duration of thirty (30) calendar days or less.

3.3. A leave of absence without pay incorporates an intent from the employee to return to work and implies an intent from the University to return the employee to work. Subject to fiscal constraints, the employing department is required to reinstate an employee to the former position or to one of similar requirements and compensation upon expiration of a leave of absence without pay.

3.4. Requests for leave of absence without pay will be reviewed on a case-by-case basis. The needs of the employee and the needs of the employing department will be taken into consideration in granting leaves of absence without pay and in determining the duration of such leave.

3.5. Failure to return as scheduled from an approved leave of absence without pay and failure to inform the employing department of an acceptable reason for not returning as scheduled will be considered as voluntary resignation of employment.

3.6. Each component of the University of Houston System will establish and publish procedures to enable eligible employees to apply for and be considered for leave of absence without pay. Additionally, each component will publish procedures for documenting approval or disapproval of such applications and for maintaining accurate records of such leave.

3.7. Nothing in this policy shall be used as the basis for discrimination or retaliation against any individual or group on the basis of race, sex, age, color, religion, national origin, disability, or veteran status.

4. POLICY PROVISIONS

4.1. Leave request. All requests for leave of absence without pay must be submitted in writing. Request forms may be obtained from the component Human Resources Department.

The employee should fully outline the purpose for the request and include documentation of the need to take leave. The leave of absence without pay must be approved in advance allowing sufficient time for administrative consideration and/or the appointment of temporary replacement personnel if necessary. If leave is requested for a medical reason the employee must attach a physician's statement which specifies the reason for the leave and appropriate times for the leave to begin and end.
The request form with medical documentation, if approved by the employee's department head, will be forwarded through the component human resources department to the CEO for consideration. Copies of the approved request form will be maintained in accordance with the policy stated in A.M. No. 02.A.31, Access to and Maintenance of Staff Personnel Files.

4.2. Payroll action. Leaves of absence must be reported on the employee's time and effort report. The duration of any leave of absence which encompasses an entire pay period (biweekly for nonexempt or monthly for exempt) requires the submission of a Personnel Action Request (PAR) form, to ensure proper recording of state service calculations and leave accruals.

4.3. Benefits Status During Leave Without Pay. An employee approved for leave of absence without pay should contact the Human Resources Department immediately to discuss benefits during leave. During a leave of absence without pay, service is not considered to be interrupted; however, benefits associated with the pay status are affected.

If an employee misses a whole calendar month, the employee will not receive service credits for leave accruals for that month. However, if the employee has any fraction of paid employment in a calendar month, the employee will be credited with sick leave and vacation entitlement for that month. Certain benefits are affected as follows:

a. Group health and life insurance coverage may be continued during the leave provided the applicable premium payments are made to the Human Resources Department. The State contribution toward the employee's total monthly premium will not continue. The employee must pay the total premium.

b. Credit for vacation or sick leave entitlement is not accumulated during a leave of absence without pay.

c. Time on leave of absence without pay is not creditable toward "total State employment" for determining seniority and longevity pay.

d. Membership in the Teacher Retirement System or Optional Retirement Program becomes inactive and contributions cannot be withdrawn.

e. Tax deferred annuities become inactive.

f. An employee is not entitled to pay for holidays if on leave of absence without pay on both the workday before and the workday after the holiday.
For additional information, contact the benefits office in the component Human Resources Department.

4.4. **Clearance Process.** Before beginning an approved leave of absence without pay, the employee may be required to complete the appropriate component clearance process and return all state or component property.

4.5. **Return from leave of absence without pay.** An employee must contact the employing department prior to returning to work to arrange a mutually acceptable date for the return to work. If the leave is taken for medical reasons, the employee must provide an acceptable doctor’s release to the employing department to return to work.

The employing department is responsible to take appropriate payroll action to return the employee to pay status following an approved leave of absence.

5. **REVIEW AND RESPONSIBILITY**

   Responsible party: Chancellor or Chancellor’s designee

   Review: Odd numbered years on or before June 1

6. **APPROVAL**

   Approved: William P. Hobby

   Chancellor

   Date: January 25, 1996
SECTION: Human Resources                       NUMBER: 02.D.05

AREA: Leave Entitlements

SUBJECT: Military Leaves of Absence for Reservists

1. PURPOSE

The University of Houston System provides leaves of absence for eligible employees called to active duty by a reserve branch of the United States Armed Forces. Guidelines for such leaves are presented in this document.

2. POLICY

2.1. Employees called to active reservist duty or engaged in duly authorized military training will be entitled to paid leave of absence not to exceed 15 days in a federal fiscal (October 1 – September 30) year. During this paid leave of absence employees will not lose time, efficiency rating, vacation time or other benefits which normally accrue to active employees.

2.2. Employees called to active reservist duty who have exhausted 15 days paid leave of absence during the federal fiscal (October 1 – September 30) year will be placed on leave of absence without pay. These individuals will accrue state service credit while on active duty but will not accrue vacation or sick leave. Employees on leave of absence without pay will retain any accrued vacation or sick leave and will be credited with such balances upon return to active work status.

   a. Employees having accrued vacation may opt to exhaust any or all vacation time before being placed on leave of absence without pay. During the time that the employee is on vacation all benefits and salary remain intact.

   b. Employees called to active military duty and placed on leave of absence without pay are not eligible to receive state group insurance or state retirement plan contributions.

   c. Employees having accrued vacation and/or compensatory time may opt to utilize vacation and/or compensatory time intermittently with a leave of absence. The employee is eligible to receive all benefits for each calendar month that the employee receives at least one hour paid leave. The employee’s salary is reduced for all unpaid leave time.
These employees may continue group insurance plan participation by making direct monthly payments to the Employee Retirement System in the full amount of the premiums due. Employees are able to receive retirement plan tenure credit for the eligible time spent in active military duty as defined by the retirement plan's rules and regulations.

Should an employee on leave of absence without pay opt not to continue group insurance plan participation any evidence of insurability requirements or pre-existing condition limitations which apply to similarly situated individuals will apply to the employee. "War" or "acts of war" insurance plan exclusions and limitations may apply to Reservists called to active duty.

2.3. Employees called to active duty are entitled to reemployment upon discharge from active duty under the following conditions:

a. If the individual received an honorable discharge;

b. If application for reemployment is made to the employee's component university within 90 days of discharge; and

c. If the length of active duty does not exceed five years.

2.4. Reservists who are reemployed will not receive back pay for the period of military service. Reemployed Reservists will receive salary or wages at a rate that reflects state mandated increases they would have received had they not been called to active duty.

2.5. Reservists will be restored to the position held before being called to active duty or to a position of like seniority, status, and pay if the individual is still qualified for the position. If a Reservist is not qualified for his previous position because of a disability sustained during active duty but is qualified for a different existing position, the Reservist will be offered the different position.

2.6. U.S.C 6323 (b) provides 22 workdays per calendar year for emergency duty as order by the President, Secretary of Defense, or a State Governor. This leave is provided for employees who perform military duties of civil authorities in the protection of life and property or who perform full-time military service as a result of order to active duty in support of a contingency operation.

The term contingency operation means a military operation that:

a. Is designated by the Secretary of Defense as an operation in which members of the armed forces become involved in military actions, operations, or hostilities against an enemy of the United States or opposing military force; or
b. Results in the call or order to, or retention on, active duty of members of the uniformed services

Federal and state laws that impact this policy are subject to change. For this reason the System reserves the right to change this policy at any time and at its sole discretion.

2.8. The President or his/her designee shall grant sufficient emergency leave to an employee to provide a pay differential if the employee’s military gross pay is less than the employee’s component university gross pay. The combination of gross military pay and emergency leave may not exceed the employee’s actual university gross pay. The employee is eligible to receive all benefits for each calendar month that the employee receives emergency leave as differential pay.

3. REVIEW AND RESPONSIBILITIES

Responsible Parties: Assistant Vice Chancellor for Human Resources

Review: Every three years on or before July 1

4. APPROVAL

Approved: John Rudley
Vice Chancellor for Administration and Finance

Jay Gogue
Chancellor

Date: 4/27/05

5. INDEXING TERMS
Leave of absence
Reservists
Military leave of absence
SECTION: Human Resources

AREA: Benefits

SUBJECT: Leaves of Absence

1. PURPOSE

This policy outlines the holiday and leave benefits provided by the State of Texas to its employees in the General Provisions of the State General Appropriations Act and related statutes and federal laws and regulations. It applies to all university regular, benefits-eligible employees regardless of source of funds from which paid, with exceptions noted in certain provisions.

2. POLICY

The University of Houston System provides holidays, vacation, sick leave, and other leave benefits granted by the State of Texas to regular university employees. Leave benefits may be with or without pay, based on certain qualifying conditions. Eligible employees are entitled to request and be considered for leaves described in this document. Eligibility for certain leave benefits may differ under law; these differences are noted.

No policy or procedure shall be used to discriminate against any individual or group because of race, color, religion, national origin, sex, age, disability, veteran status, or genetic information. Additionally, the System prohibits discrimination in all aspects of employment on the basis of sexual orientation, gender identity or gender expression.

3. DEFINITIONS

3.1. Federal Fiscal Year: The 12-month period beginning October 1 and extending through the following September 30.

3.2. University Fiscal Year: The 12-month period beginning September 1 and extending through the following August 31.

3.3. Regular employee: A university employee who is appointed for at least 20 hours per week on a regular basis for a period of at least 4-1/2 months, excluding students employed in positions that require student status as a condition of employment.
4. GENERAL PROVISIONS

4.1. All leaves of absence must be requested and approved in accordance with this SAM policy. Unless a requirement for higher approval is noted, the leave must be approved by the employee’s supervisor.

4.2. One leave period may involve several types of leave; i.e., sick leave, family and medical leave, extended sick leave, vacation, etc. In such cases, each type of leave involved must be requested according to the procedure for that leave and reported accordingly.

4.3. The date of return to work shall be specified when the leave is requested. If the return date is not known, the employee must contact the supervisor/HR designee regularly, in accordance with the procedure for that leave.

4.4. The employee must report to the supervisor if he/she will be unable to return to work at the end of the leave period and must provide an acceptable reason for the delay. Failure to return to work from an approved leave of absence by the intended date and to provide an acceptable reason will be considered abandonment by the employee of his/her job.

4.5. Records of leave requests and leave accrued and taken must be maintained by the department. The official leave records are those reflected in the UH System payroll system. Departmental records must be verified to payroll system records on a monthly basis.

4.6. Time away from the workplace on the university’s behalf and/or approved as time worked shall not be considered as leave.

4.7. If an exempt employee does not otherwise work 40 hours in the workweek, absences must be recorded as vacation, sick leave, or other appropriate leave, to comply with State law.

5. REPORTING LEAVES OF ABSENCE

5.1. Requests for leave must be submitted for approval in a format that is acceptable by each component campus.

5.2. When a leave period involves more than one type of leave, each type of leave involved shall be requested according to the procedure for that type of leave.

6. LEAVES OF ABSENCE WITH PAY

The following types of leave are provided to the employee at full pay, and do not affect state service credit, university benefits, or leave accruals, except where noted.
6.1. **Holidays:** The state authorizes the number of annual holidays available to regular employees and provides that institutions of higher education may adjust the holiday schedule to provide the most efficient academic operation. The University of Houston System holiday calendar is approved annually by the Board of Regents and includes most national holidays and an extended winter holiday break.

Eligible employees who are required to work on a scheduled holiday are entitled to equivalent time off with pay to be taken during the following 12-month period. Employees may be paid for holiday compensatory time hours earned on a straight time basis when the supervisor determines that allowing the employee to take compensatory time off would be disruptive to normal teaching, research, or other critical functions.

Additional details on university holiday benefits may be found in the in System Administrative Memorandum *02.E.03*.

6.2. **Vacation:** Regular staff employees and administrative faculty on 12-month appointments are entitled to paid vacation time in each fiscal year. Vacation entitlement is earned according to the schedule established in the biennial *State General Appropriations Act*, proportionate to the FTE established for the position in which the individual is employed. Faculty other than those on 12-month appointments are **not** eligible for vacation.

Additional details on university vacation benefits may be found in the System Administrative Memorandum *02.D.01*.

6.3. **Sick Leave:** Leave for medical appointments or elective procedures must be requested ahead of time and scheduled to accommodate work requirements whenever possible.

When the employee is unable to work because of illness, he/she should contact his/her supervisor at the earliest practical time in accordance with component campus procedures, and the Leave Request/Notification must be submitted promptly upon return. In addition, a medical absence of more than three working days requires a written statement from the employee’s health care provider, indicating the cause or nature of the illness or other acceptable statement of the facts concerning the illness.

Sick leave is earned at the rate of eight hours for each month or fraction of a month of employment, proportionate to the FTE established for the position(s) in which employed.

a. **Extended sick leave:** Extended sick leave may be available to long-term employees in good standing who have become disabled and have exhausted all accrued sick leave and other leave balances. This benefit
may be awarded to provide continued income from the time all accumulated paid leave has been exhausted through the end of the waiting period for long-term disability benefits to begin.

b. **Sick leave pool**: The sick leave pool provides a source of additional sick leave for employees who suffer a catastrophic illness or injury and have exhausted all accrued sick leave and other leave balances. All regular employees may voluntarily transfer sick leave from their accrued balances to the UH system sick leave pool and apply for benefits from the pool.

Additional details on university sick leave benefits may be found in the System Administrative Memoranda [02.D.01] and [02.D.02].

6.4 **Administrative Leave with Pay**: An employee whose job performance and productivity consistently exceeds those normally expected or required by the job description of the employee may be granted Administrative Leave with Pay. It may also be granted to an employee who has successfully completed a special project of significant importance to warrant special recognition. In either case, the required job performance level must be documented in the most recent performance evaluation or by memorandum from the employee’s supervisor. This leave must be approved by a Vice President prior to be granted.

6.5 **Emergency Leave**: Up to eight hours of leave may be requested for personal emergencies by submitting a Leave Request/Notification. The request requires the approval of the component campus president/designee.

6.6 **Bereavement Leave**: Regular employees are eligible for up to three (3) days of bereavement leave (up to 5 days if the deceased lived out of the area) due to a death in the employee’s immediate family. For the purpose of this provision, the employee’s immediate family includes: husband, wife, children (including step-children), brothers, sisters (including stepbrother or stepsister), brothers-in-law, sisters-in-law, parents (including stepparents), grandparents, grandchildren, father-in-law, mother-in-law, sons-in-law, or daughters-in-law. The request shall be submitted to the employee’s supervisor as early as possible, identifying the relationship of the deceased to the employee. Upon return from leave, the employee may be asked to furnish acceptable documentation to his/her supervisor.

6.7 **Jury duty**: A university employee is entitled to leave to respond to a summons for jury duty and to serve on a jury, if selected. The employee will be granted a reasonable amount of time to report for jury duty and to report to work following dismissal from jury duty.

The employee shall submit the Leave Request/Notification, together with a copy of the jury summons, as soon as possible after receipt. Jury time shall be estimated and revised with the Leave Request/Notification, if necessary, upon
return. The employee shall submit an official Jury Duty Release notice to their supervisor upon return to work.

Employees working the evening or night shift are entitled to leave time for the assigned shift on the day(s) they have responded to and/or served on jury duty during the day shift. If an employee is required to work the evening or night shift on the day(s) of jury duty, the employee will receive additional compensation at straight time for the time worked.

The employee is entitled to keep any compensation for jury service.

6.8 **Witness leave:** Any university employee called to appear in his/her official capacity in any judicial action, legislative investigation, or as an expert witness on behalf of the university shall consider and report that time as time worked, not leave. They may receive no witness fees for such appearances. However, employees providing witness services on behalf of the university are entitled to paid travel expenses.

A university employee who serves as a witness for any other reason than on behalf of the university is entitled to receive witness fees, but such time must be requested and approved as vacation time, compensatory leave, or leave without pay. If the employee is responding to a subpoena and accrued leave is not available, the supervisor shall be notified and must grant leave without pay.

A university employee called to appear in his/her official capacity in a judicial action, a legislative investigation, or as an expert witness on behalf of the university, shall report such time as time worked. However, the employee's supervisor must be notified of the time away.

6.9 **Administrative leave:** In the event of an emergency closing of the campus or a portion of the campus declared by the president or the president's designee, regular employees who leave or cannot get to the campus as a result of the condition will be granted administrative leave for the period the university is officially closed. In such circumstances, non-exempt employees who are requested by their supervisors to stay on campus or to come to campus because of the critical nature of their work will receive additional compensation at straight time for the time they work.

6.10 **Volunteer firefighter leave:** A university employee who is a volunteer firefighter shall be granted a leave of absence not to exceed five days each fiscal year to attend training schools conducted by state agencies. The employee shall submit the Leave Request/Notification form, along with a copy of the notice of the training or meeting, as soon as possible after the notification is received.

6.11 **Foster parent leave:** An employee who is a foster parent to a child under the conservatorship of the Department of Family and Protective Services (DFPS) is entitled to leave of absence to attend DFPS staffing meetings regarding the child.
or to attend the school district’s Admission, Review, and Dismissal (ARD) meetings regarding the child.

6.12 Red Cross volunteer leave (Ready Texans Program): Any university employee who is a certified Red Cross disaster service volunteer or who is training to become a volunteer may be granted leave not to exceed 10 days each fiscal year to participate in specialized disaster relief services for the American Red Cross. Such leave must be based on a request from the American Red Cross with the approval of the Governor’s Office. This leave is subject to annual limits on the pool of state employee certified disaster volunteers set by the Legislature and coordinated by the Division of Emergency Management and the Governor’s Office.

6.13 Blind employee training leave: A university employee who is blind (as defined in section 91.002(2) of the Human Resources code) is entitled to leave not to exceed 10 days per fiscal year to acquaint the employee with a seeing-eye dog to be used by the employee.

6.14 Faculty development leave: Information on faculty development leaves may be found in the Faculty Handbook or through the Office of the Senior Vice President for Academic Affairs/Provost.

6.15 Compensatory leave: Non-exempt university employees may be entitled to compensatory leave time in lieu of pay for time worked beyond the standard 40-hour workweek. Restrictions and terms differ for non-exempt FLSA and straight-time compensatory leave.

7. LEAVES OF ABSENCE WITHOUT PAY (UNPAID LEAVE)

7.1 Leave of absence without pay is an authorized temporary release of a staff member from the payroll.

7.2 A regular, benefits-eligible employee may be granted a leave of absence without pay for sufficient reason for a period not to exceed 12 months. Except for disciplinary suspensions, active military duty, and workers’ compensation situations, all applicable accrued paid leave balances (vacation, compensatory leave, and sick leave) must have been exhausted before the leave without pay period commences. The use of accrued sick leave is, however, restricted to those circumstances that would otherwise qualify the employee for sick leave under state law and university policies.

7.3 A leave of absence without pay implies an intent from the employee to return to work and an intent from the university to return the employee to work. Subject to fiscal constraints, the employing department is required to reinstate an employee to the former position or to one of equivalent requirements and compensation upon expiration of the leave.
7.4 A leave of absence without pay of longer than 30 days (other than for military active duty, family and medical leave, parental leave, or workers’ compensation) requires the approval of the dean or director in accordance with the companion procedure. Leaves without pay of 30 days or less may be granted with the approval of the employee’s supervisor.

7.5 The president may grant exceptions to these policy limitations for such reasons as interagency agreements or for other educational purposes.

7.6 Except where specified otherwise, an employee will not accrue vacation, sick leave, or state service credit for any full calendar month (i.e., from the first day of a month through the last day of a month, inclusive) on leave without pay. An employee will accrue these credits if any part of a month is paid. Also, no retirement plan contributions are made by the university while the employee is on leave without pay.

Employees may continue group insurance while on leave without pay by making arrangements with the Benefits section of the Human Resources Department to personally pay the total amount of the premium, including what would have been the state’s contribution. When on family and medical leave, the state’s contribution will be continued, but the employee share of the premium must be paid personally by the employee.

7.7 While on leave without pay, the employee is not eligible for holiday pay.

7.8 The Faculty Handbook and/or the office of the Senior Vice President for Academic Affairs/Provost should be consulted for special restrictions relating to faculty leaves without pay.

8. LEAVES THAT MAY BE PAID OR UNPAID

8.1 Workers’ Compensation leave: All university employees are covered under provisions of the Texas Workers’ Compensation Act. Under this act, if an employee is injured on the job or sustains a job-related illness and the employee’s claim is accepted for workers’ compensation benefits, the employee is eligible for workers’ compensation leave. When on workers’ compensation leave, the employee may elect to take accrued paid sick leave, vacation, and/or compensatory time; or the employee may take leave without pay from the university, during which the employee is compensated at a percentage of his/her salary by the State of Texas Attorney General’s Office. In either case, the State of Texas covers medical costs. Also, in any case, the injury or illness must be reported to the employee’s supervisor immediately.

Forms used for reporting job-related injury or illness for eligibility for compensation under the Workers’ Compensation Act may be obtained from the Risk Management Department. If the leave involves leave without pay, a
Personnel Action Request (PAR) shall be submitted, indicating the reason for the leave.

8.2 **Family and Medical leave:** An eligible employee is entitled to a maximum of 12 weeks of family and medical leave in a year (as defined) for the following events or conditions:

- The birth of a child and the care of the newborn
- The placement of a child with an employee in connection with the adoption or state-approved foster care of the child
- The serious health condition of a child, parent, or spouse of the employee
- A serious health condition of the employee

The employee taking family and medical leave must use all applicable accrued paid leave balances (including accrued sick leave and vacation, but not compensatory leave) unless concurrently on workers’ compensation. The use of accrued sick leave is restricted to those circumstances that would otherwise qualify for sick leave usage under state law. If paid leave balances are exhausted, the remainder of the 12 weeks of family and medical leave will be on leave without pay.

The Leave Request/Notification shall be submitted, along with the Application for Family or Medical Leave form and the health care provider’s certification. When the request involves leave without pay, a Personnel Action Request (PAR) shall be submitted, indicating the reason for the leave.

8.3 **Parental leave:** An employee who is not eligible for family and medical leave is entitled to a maximum of 12 weeks of parental leave for the following events:

- The birth of a child to the employee and the care of the newborn.
- The placement of a child under three years of age with an employee in connection with the adoption or state-approved foster care of the child.

The employee taking parental leave must use all applicable accrued paid leave balances (including accrued sick leave, vacation, and compensatory leave). The use of accrued sick leave is restricted to those circumstances that would otherwise qualify for sick leave usage under state law. If paid leave balances are exhausted, the remainder of the 12 weeks of parental leave will be on leave without pay.

8.4 **Military leave:** Under the General Provisions of the State General Appropriations Act and the State Government Code, University of Houston System employees who are members of state military forces or a component of the armed forces are entitled to military leave of absence with pay for a maximum of 15 days per federal fiscal year for training or active duty authorized by a property authority.
State law also requires that a state employee’s work schedule be adjusted as
needed so that two of the employee’s non-work days per month coincide with two
days of military duty to be performed by the employee.

After exhausting the 15 days of paid military leave, the employee may use
accrued vacation leave to the extent available and/or be placed in a leave without
pay status for the remainder of the active duty period.

Employees called to active duty are entitled to re-employment following
discharge if the individual received an honorable discharge, if application for re-
employment is made within 90 days of discharge, if the length of active duty does
not exceed five years, and if the employee is physically and mentally qualified to
perform the essential functions of that position.

In addition, an eligible employee who is a spouse, child, parent, or next of kin of a
current member of the Armed Forces, including members of the National Guard
or Reserves, with a serious injury or illness is eligible for up to a combined total
of 26 work weeks of unpaid leave during a “single 12-month period” to care for
the service member (military caregiver leave).

The employee shall submit the Leave Request/Notification, along with a copy of
his/her orders, as soon as possible after the orders are received. When the request
involves leave without pay, a Personnel Action Request (PAR) shall be submitted,
indicating the reason for the leave.

9. TIME AWAY THAT IS NOT CONSIDERED LEAVE

Time away from the office as a witness on the university’s behalf, to attend conferences
and other work-related training, or to attend college credit courses approved under The
College Program is considered time worked and should not be requested or reported as
leave.

10. REVIEW AND RESPONSIBILITIES

Responsible Party: Interim Vice Chancellor for Administration and Finance

Review: Every five years on or before May 1
11. APPROVAL

Approved: Jim McShan
Interim Vice Chancellor for Administration and Finance

Renu Khator
Chancellor

Date: June 12, 2015

12. REFERENCES

State General Appropriations Act
State Government Code
Human Resource Code
Fair Labor Standards Act (FLSA)
Faculty Handbook
SAM 02.D.01 – Vacation and Sick Leave
SAM 02.D.02 – Sick Leave Pool
SAM 02.E.03 – Holidays

REVISION LOG

<table>
<thead>
<tr>
<th>Revision Number</th>
<th>Approval Date</th>
<th>Description of Changes</th>
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<tbody>
<tr>
<td>1</td>
<td>04/24/1996</td>
<td>Initial edition</td>
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<tr>
<td>2</td>
<td>06/12/2015</td>
<td>Retitled SAM 02.D.04 to be “Leaves of Absence.” Rewrote this SAM to include information from SAM 02.D.03 and SAM 02.D.05. SAM 02.D.03 and 02.D.05 will be rescinded.</td>
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