

<b>Policies of the University of North Texas Health Science Center</b>	<b>Chapter 05</b>
<b>05.614 Other Paid Leaves</b>	<b>Human Resources</b>

Policy Statement.

Employees in the following categories may be eligible for paid leave:

1. Certified Disaster Relief Volunteers
2. Volunteer Firefighters and Emergency Medical Services Volunteers
3. Assistance Dog Training for Employees with a Disability
4. Foster Parents
5. Organ or Bone Marrow Donor
6. Donation of Blood

Application of Policy.

Faculty and Staff

Definitions.

Procedures and Responsibilities.

Procedure / Duty

Responsible Party

**1. Certified Disaster Relief Volunteers**

Employee/

Any State employee who is a certified disaster service volunteer of the American Red Cross or who is in training to become such a volunteer, with the authorization of his supervisor, may be granted a leave not to exceed five days each year to participate in specialized disaster relief services for the American Red Cross, upon request of the American Red Cross and with approval of the Governor's Office, without loss of pay, vacation time, sick leave or earned overtime and/or compensatory time. Notwithstanding this provision, the pool of State employees certified disaster volunteers shall not exceed 200 participants at any one time. A list of such employees will be coordinated with the Division of Emergency Management and the Governor's Office. Within sixty days of any request made by the American Red Cross, a report shall be prepared by the American Red Cross for the Legislative Budget Board setting forth the reasons and needs for any request made.<sup>1</sup>

Department  
Official

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| <p><b>2. Volunteer Firefighters and Emergency Medical Services Volunteers</b></p> <p>State employees who are volunteer firefighters and Emergency Medical Services shall be granted a leave of absence with full pay to attend training schools conducted by State agencies provided such leave does not exceed five (5) working days in any one fiscal year. Should the need arise, due to drought or other catastrophic acts, or by proclamation of the governor, firefighters shall be released from duty to perform voluntary fire fighting activities. Such leaves of absence shall in no way be charged against the employee's vacation or sick leave. <sup>2</sup></p>  | Employee/<br>Department<br>Official |
| <p><b>3. Assistance Dog Training for Employees with a Disability</b></p> <p>A State employee who has a disability is entitled to a leave of absence with full pay for the purpose of attending a training program to acquaint the employee with a seeing eye dog to be used by the employee. The leave of absence provided by this subsection may not exceed ten (10) working days in a fiscal year. The leave of absence provided by this subsection is in addition to other leave to which an employee is entitled and an employee continues to accrue vacation and sick leave while on leave as provided by this subsection. For purposes of this subsection, "disability" was the meaning assigned by Section 1121.002, Human Resources Code. <sup>3</sup></p> | Employee/<br>Department<br>Official |
| <p><b>4. Foster Parents</b></p> <p>A state employee who is a foster parent to a child under the conservatorship of the Department of Protective and Regulatory Services is entitled to a leave of absence without a deduction in salary for the purpose of attending meetings held by the Department of Protective and Regulatory Services regarding the child under the foster care of the employee or an admission, review, and dismissal meeting held by a school district regarding the child under the foster care of the employee.<sup>4</sup></p>   | Employee/<br>Department<br>Official |
| <p><b>5. Organ or Bone Marrow Donor</b></p> <p>A state employee is entitled to a leave of absence without a deduction in salary for the time necessary to permit the employee to serve as a bone marrow or organ donor. The leave provided by this section may not exceed five working days in a fiscal year to serve as a bone marrow donor; or thirty (30) working days in a fiscal year to serve as an organ donor. <sup>5</sup></p>  | Employee/<br>Department<br>Official |
| <p><b>6. Donation of Blood</b></p> <p>A state employee shall be allowed sufficient time off, without deduction in salary or accrued leave, to donate blood. The employee may not receive time off unless the employee obtains approval from his/her supervisor before taking time off. The employee must provide proof that the employees donated blood during the time off. If the employee fails to provide proof that the employee donated blood during the time off, the period of time granted shall be deducted from the employee's salary or accrued leave, whichever the employee chooses. An employee may receive time off under this section not more than four times in a</p>   | Employee/<br>Department<br>Official |

fiscal year. <sup>6</sup>

References and Cross-references.

<sup>1</sup>Texas Government Code, § 661

<sup>2</sup>ibid.

<sup>3</sup>ibid.

<sup>4</sup>ibid.

<sup>5</sup>ibid

<sup>6</sup>ibid

Forms and Tools.

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