



Standard Administrative Procedure (SAP)

31.03.03.L0.01 Leave of Absence With Pay

First Approved: September 9, 2013
Revised: June 27, 2018
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Procedure Statement and Reason for Procedure

The purpose of this SAP is to outline procedures for the request and approval of leaves of absence with pay provided by Texas A&M International University (TAMIU). Several types of approved leave of absence with pay are authorized for regular employees of TAMIU. Leaves of absence covered in this SAP are in addition to other leaves to which TAMIU employees are entitled. This SAP should be read in conjunction with [System Regulation 31.03.03, Leave of Absence With Pay](#).

Procedures and Responsibilities

1. EMERGENCY LEAVE OF ABSENCE

[System Regulation 31.03.03, Leave of Absence With Pay](#) authorizes emergency leaves of absence with pay for eligible employees under certain circumstances. Requests for such leave must adhere to the Regulation.

1.1 Death of a Family Member

1.1.1 Up to 5 working days of “funeral” leave with pay will be granted upon request by an employee because of the death of a family member as defined in [System Regulation 31.03.03, Leave of Absence With Pay](#).

1.1.2 “Funeral” leave hours are not required to be consecutive but must be taken within 30 days from the date of death of the family member.

2. LEAVE OF ABSENCE FOR VOLUNTEER FIREFIGHTERS AND EMERGENCY MEDICAL SERVICES (EMS) VOLUNTEERS

- 2.1 Request for this type of leave of absence will be granted in accordance with [System Regulation 31.03.03, Leave of Absence With Pay](#), and will not be charged against the employee's vacation, compensatory time, or sick leave balances.
- 2.2 Such leave may be granted to an employee who is a volunteer firefighter needed to actively fight a fire or who is an EMS volunteer needed to respond to a medical situation during the employee's regular working hours.
- 2.3 Verification of the emergency and duty will be provided by the employee as a written statement from the Fire Chief of the volunteer fire department or the EMS Coordinator of the EMS station responsible for responding to the emergency. This documentation will be maintained in the employee's leave file in the Office of Human Resources.
- 2.4 Immediately upon receiving notice that their volunteer services are needed, the employee will generate a written request for this type of leave and forward it through the appropriate administrative channels up to the President for final approval.

Related Statutes, Policies, Regulations, or Rules

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

Definitions

For the purpose of this SAP, the term “**regular employee**” is defined as a position budgeted by name for 50% effort or more for 4.5 months or more.

Contact Office

Office of Human Resources, 956-326-2365