

Rule No. 31.03.03.T1 (Effective 2/20/95; Revised 3/1/97)
(Supplements [System Policy 31.03](#) and [System Regulation 31.03.03](#))

Emergency Leaves of Absence with Pay

It is the Rule of Tarleton State University that employees may be granted the use of paid leave, within specific institutional guidelines and applicable *System Policies and Regulations*, for emergency and other situations not otherwise addressed by usual paid leave procedures.

Procedure No. 31.03.03.T1.01 (Effective 2/20/95; (1)Revised 3/1/97, (2)04/08/05)

Emergency Leaves of Absence with Pay Procedure

Guidelines for Tarleton employees and employing departments to request time off when it becomes necessary on an emergency basis or for situations not falling within usual paid leave procedures.

1.The President of Tarleton State University, or his designee, may approve, under certain circumstances, emergency leaves of absence with pay for regular employees. For purposes of this Rule, a "regular employee" is defined as one who is appointed at half-time or more for at least four and one-half months, excluding students holding positions for which student status is a requirement for employment.

2.Approval for an emergency leave of absence with pay may be granted for:

a.Death of a Spouse, Parent or Child

For the death of a spouse, or the employee's or spouse's parent or child, an emergency leave of up to five (5) working days, depending upon the specific circumstances, may be approved. These allocated days are intended to provide for usual circumstances that occur due to death of these immediate family members; additional time needed should normally be charged to accrued vacation or, if available, compensatory time.

b.Death of Other Family Member

For the death of an employee's or spouse's brother, sister, grandparent, or grand-child, an emergency leave of up to two (2) workings days, depending upon the specific circumstances, may be approved, with an additional day granted for an out-of-state funeral. These allocated days are intended to provide for usual circumstances that occur due to death of these family members; additional time needed should normally be charged to accrued vacation or, if available, compensatory time.

c.Death of a Friend

Two (2) hours to attend the funeral of a friend in Stephenville or the surrounding area may be approved. Accrued vacation or, if available, compensatory time may be used to supplement this two-hour period. In the case of a Tarleton employee who dies, the President may excuse Tarleton employees for an appropriate period in order that those who wish to attend the funeral in honor of that person may do so.

d.Unsafe Working or Travel Conditions

When an office or work site must close due to hazardous conditions or unsafe travel conditions for employees, the following will apply:

1. Emergency leave may be granted to regular employees who do not work because an emergency has been declared (non-regular employees, such as non-budgeted and student workers, are excluded from this provision);
2. Regular employees required to work during an emergency will be granted equivalent compensatory time;
3. In situations where employees already are on approved leave (sick, vacation, etc.) at the time an emergency is declared, their leave status will not be changed to emergency leave.

In the absence of a declared emergency, and an employee determines that driving conditions would be hazardous from his/her location, the employee will be permitted to use accrued vacation or, if available, compensatory time, without prior approval being necessary. Only in rare cases will such leave be considered as qualifying for emergency leave.

e.Emergency Evacuation Order

If an emergency evacuation order is issued by state or local government, employees scheduled to work receive their regular salary and benefits for the duration of the order.

f..Volunteer Firefighters

A Tarleton employee who is a volunteer firefighter and is needed to be actively involved in fighting a fire during the employee's regular working hours may be granted an emergency leave for this duty. Verification shall be provided by a written statement from the Fire Chief of the volunteer fire department responsible for fighting the fire.

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