

## Texas A&M AgriLife Extension Service Procedures

### 31.03.03.X0.01 | Leave of Absence With Pay

*Approved: July 18, 2002*

*Revised: September 13, 2007*

*November 14, 2014*

*Next Scheduled Review: November 14, 2019*



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#### **PROCEDURE STATEMENT**

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System Regulation 31.03.03, *Leave of Absence With Pay*, outlines authorized leaves of absence with pay. It also authorizes Chief Executive Officers (CEOs) to approve emergency leaves of absence with pay for certain circumstances. Leave of absence with pay for faculty development is contained in System Regulation 31.03.03.

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#### **REASON FOR PROCEDURE**

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This procedure provides guidelines in the approval of leave of absence with pay.

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#### **PROCEDURES AND RESPONSIBILITIES**

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- 1.0 All leaves of absence with pay will be requested on LeaveTraq.
- 2.0 Administrative heads are authorized to approve leaves of absence with pay. Emergency leave for more than five days must be approved by the Director.
- 3.0 A leave of absence may also be granted for volunteer firefighters responding to emergency fire situations. Verification for the emergency fire situation will be provided by a written statement from the Fire Chief of the volunteer fire department responsible for responding to the emergency. This verification will be submitted to the supervisor and then forwarded to the appropriate administrator to be placed in the unit's leave document file in the Laserfiche Document Management System.
- 4.0 An employee who is required to work during the time that a Texas A&M AgriLife Extension Service (AgriLife Extension) unit is closed due to an emergency evacuation order will be granted compensatory time off equal to the time worked during the emergency evacuation order. This compensatory time must be used within the 12-month period following the termination of the emergency evacuation order. Granting compensatory time off after the 12-month period due to extenuating circumstances may be authorized with the Director's approval.

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#### **RELATED STATUTES, POLICIES, OR REQUIREMENTS**

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[System Policy 31.03](#), *Leaves of Absence*

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

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#### **CONTACT OFFICE**

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Questions about this procedure should be referred to the AgriLife Human Resources at 979-845-2423.