



**Institutional Handbook of Operating Procedures**  
**Policy 03.09.12**

Section: Human Resources Policies	Responsible Vice President: Executive Vice President of Business and Finance
Subject: Leave Administration	Responsible Entity: Human Resources

**I. Title**

*Leave for Employees Certified as Firefighter, Emergency Medical Service, Disaster Service Volunteers, Amateur Radio Operators and Reserve Law Enforcement Officers*

**II. Policy**

UTMB employees who are certified as **firefighters** and **emergency medical services** volunteers may be granted up to five (5) paid working days of leave per fiscal year for volunteer firefighter or emergency medical service in connection with his/her regular work schedule to attend training schools conducted by state agencies or institutions of higher education. The leave of absence will not be charged against the employee's accruals. The employee must submit a request for leave in accordance with departmental time requirements, and the supervisor must authorize the leave. The employee is required to bring verification of class attendance upon return to work.

Employees who are certified as **disaster service** volunteers for the American Red Cross or who are in training to become such a volunteer may be granted up to 10 paid working days of leave per fiscal year for the purpose of participating in the specialized disaster relief services at the request of the agency. The employee's supervisor must authorize such leave based upon the request of the American Red Cross and with approval of the Governor's Office. The leave of absence will not be charged against the employee's accruals. Eligibility for leave under this policy will be contingent on the total number of state employees on leave for disaster service at any one time. The total number may not exceed the maximum set forth in the Texas Government Code. Employees must provide documentation verifying mobilization by the American Red Cross or other emergency medical services and the dates of service.

Employees who hold an **amateur radio** station license issued by the Federal Communications Commission may be granted leave not to exceed 10 days each fiscal year to participate in specialized disaster relief services without a deduction in salary or loss of leave accruals if the leave is taken with the authorization of the employee's supervisor and with approval of the Governor. No more than 350 amateur radio operators are eligible for leave under this section at any one time during a state fiscal year. The Texas Department of Emergency Management shall coordinate the establishment and maintenance of the list of eligible employees.

Employees who are **reserve law enforcement officers** are entitled to five working days every fiscal biennium without a deduction in salary to attend training required under Section 1701.351, Occupations Code.

The University of Texas Medical Branch, in compliance with applicable federal laws and regulations, strives to maintain an environment free from discrimination against individuals on the basis of race,

color, national origin, sex, age, religion, disability, sexual orientation, gender identity or expression, genetic information, or veteran status.

**III. Relevant Federal and State Statutes**

[Texas Government Code, §§ 661.905 & 661.907](#)

[Texas Government Code § 661.919](#)

[Texas Government Code § 661.922](#)

[Texas Occupations Code § 1701.351](#)

**IV. Dates Approved or Amended**

<i>Originated: 12/19/2001</i>	
<i>Reviewed with Changes</i>	<i>Reviewed without Changes</i>
07/12/2012	07/14/2016
03/22/2018	

**V. Contact Information**

Human Resources - Employee Leave Management

(409) 747-4645