

<b>Institutional Handbook of Operating Procedures Policy 03.06.17</b>	
Section: Human Resources	Responsible Vice President: Vice President and Chief Human Resources Officer
Subject: Leave Administration	Responsible Entity: Human Resources

**I. Title**

*Paid Investigation Leave*

**II. Policy**

Employees may be placed on paid investigation leave when The University of Texas Medical Branch (UTMB) is conducting an investigation and the employee is the subject of the investigation; or victim of, or witness to, an event or act that is the subject of an investigation. UTMB may not use any other leave provision within Government Code Section 661, Subchapter Z as a basis for providing paid leave to an employee because he or she is the subject of an investigation being conducted by the institution.

UTMB, 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. Eligibility**

To be eligible for investigation leave, an employee must be appointed in a benefit eligible position. Weekly number of hours of eligibility will be based on the employee’s appointed hours.

**IV. Procedures**

A. If the employee’s department thinks that an employee should be placed on investigation leave, they must contact Human Resources Employee Relations to determine the appropriateness of placing an employee on investigation leave.

B. After discussion with the HR, a written request for investigation leave must be submitted to HR Employee Relations. The written request must include:

1. The reason the employee should be placed on investigation leave,
2. The estimated number of hours to be used, and
3. The estimated dates the investigation leave will be used.

C. The Chief Human Resources Officer or designee will review and make a final determination for approval of investigation leave.

D. HR Employee Relations will inform the manager that the employee has been approved for paid investigation leave with an approximation of the duration.

E. The department is responsible for ensuring that accurate timekeeping records are made by entering a time off request to the timekeeping system to load the appropriate investigation leave hours on a weekly basis.

F. The length of investigation leave is dependent on the nature and duration of the investigation and determined on a case-by-case basis.

**V. Reporting**

State agencies, including UTMB, must submit reports of employee investigation leave utilization to the Texas State Auditor’s Office and the Legislative Budget Board no later than the last day of each quarter of a fiscal year.

The report must include the name of each employee who has been granted 168 hours or more of paid investigation leave, the dates and hours of leave, and a brief statement as to the reason the employee is or was on such leave.

The Office of Human Resources is responsible for sending the investigation leave report each quarter. In compliance with the above reporting requirements, any investigation leave granted must be monitored by Human Resources.

**VI. Relevant System Policies and Procedures**

[UT System policy 3.3.1 Leave Policy](#), section 34

**VII. Dates Approved or Amended**

<i>Originated: 03/15/2021</i>	
<i>Reviewed with Changes</i>	<i>Reviewed without Changes</i>

**VIII. Contact Information**

Human Resources Employee Relations  
(409) 772-8696