

**HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES**

Chapter 4	General Personnel Policies	Effective:	November 2000
Section 4.7	Work and Leave Administration	Revised:	January 2004
<b>Policy 4.7.18</b>	<b>Other Leave Entitlements</b>	Responsibility:	Vice President for Human Resources

## **OTHER LEAVE ENTITLEMENTS**

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### **Policy**

Employees who are appointed at least twenty (20) hours per week for a period of at least four and one half (4½) months and that are not employed in a position for which the employee is required to be a student as a condition of employment may be eligible for the following types of leave from employment.

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### **Volunteer Firefighters Leave**

Employees who are volunteer firefighters are granted up to five (5) days of paid leave each fiscal year for attending fire service training conducted by state agencies or institutions of higher education. This leave is not charged against the employee's vacation or sick leave.

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### **Foster Parent Leave**

Employees who are foster parents to a child under the conservatorship of the Department of Protective and Regulatory Services (DPRS) are entitled to a leave with pay for the purpose of attending meetings held by DPRS regarding the child or an admission, review, and dismissal meeting held by the school district regarding the child.

This leave does not apply to employees who wish to become foster parents.

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### **Parent-Teacher Conference Leave**

Employees may use up to a total of eight (8) hours of sick leave total each calendar year to attend parent-teacher conference sessions for the employee's children who are in pre-kindergarten through twelfth grade. The eight (8) hours are in aggregate and does not apply to each individual child in the employee's family.

The employee must give reasonable advance notice for using sick leave to attend the parent-teacher conference.

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### **Red Cross Disaster Service Volunteer Leave**

Employees who are certified disaster service volunteers of the American Red Cross or who are in training to become volunteers may be granted leave up to ten (10) days each fiscal year to participate in specialized disaster relief services for the American Red Cross. The employee must have authorization from his or her supervisor in addition to a

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request to volunteer from the American Red Cross and the approval of the governor. If the above conditions are met, the employee will not lose pay, vacation time, sick leave or earned overtime and/or compensatory time during the leave.

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**Blood Donation Leave**

Employees may take time off to donate blood not to exceed four (4) times in a fiscal year. The amount of time allowed is the time that is sufficient and reasonable to donate blood.

Employees must obtain prior approval from their supervisor before taking the time off. Upon returning to work, the employee must provide to the supervisor, documented proof that the employee donated blood during the time off. If the employee fails to provide documented proof that blood was donated during the time off, the department may deduct the time off from the employee's salary or accrued leave, whichever the employee chooses.

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**Organ Donor Leave**

Employees may take up to thirty (30) working days on a paid leave of absence in a fiscal year to serve as an organ donor. Employees must provide adequate documentation to their supervisor before taking the time off.

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**Bone Marrow Donor Leave**

Employees may take up to five (5) working days on a paid leave of absence in a fiscal year to serve as a bone marrow donor. Employees must provide adequate documentation to their supervisor before taking the time off.

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**Official Activities**

Upon the direction of the President, employees may be excused from regular duties to attend Health Science Center meetings and activities.

Supervisors may grant a reasonable amount of time off during the workday for attending such events.

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**Procedures**

1. In order to qualify for the leave entitlements under this policy, employees must provide their supervisor with adequate documentation to support the leave request in advance of the leave requested.
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2. Employees provided with leave under this policy must designate the leave on their time sheets or leave request forms.
  3. Employees taking leave for a parent-teacher conference as provided above must code the time absent as “sick leave” and indicate that the purpose of the leave was to attend a parent-teacher conference.
  4. For all other leave designated in this policy, employees must code the time absent as “other” and provide an explanation.
  5. The employing department is responsible for maintaining a record of time and attendance, absences of each employee, and the reason for absences.
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