

**TEXAS STATE TECHNICAL COLLEGE
COLLEGE OPERATING PROCEDURE**

CAMPUS:	Marshall	Page 1 of 3
TITLE:	Leaves of Absence	
OFFICE OF RESPONSIBILITY:	Human and Organization Development	
APPROVED BY:	Mr. Randall E. Wooten	
TITLE:	President	Date: October 25, 2006

STATUS: Replaces Policy & Procedure 2.14.1 "Leaves of Absence" approved 04/27/93
Revised: 09/23/96
Revised: 01/08/01
Revised: 08/09/02 for TSTC – Marshall
Revised: 10/25/06

PRACTICE:

- A. The Board of Regents delegates the authority to the System Chancellor and Presidents to approve requests for vacation leave or sick leave for employees under their supervision up to an amount equal to unused entitlement earned by the employee.
- B. Leaves with Pay
1. The President is authorized to approve requests for additional leaves of absence with pay for 30 days or less.
 2. The Chancellor is authorized to approve additional leaves of absence with pay for periods of 31 days or more.
 3. Authorization for exceptions to the amount of paid leave due to illness or temporary disability shall be based on the following criteria:

- a. That all sick and vacation leave accruals are exhausted.
- b. That the employee has maintained a satisfactory or better record of job performance.
- c. That the employee's leave records reflect prudent use of sick leave time.
- d. That the employee has been in TSTC Marshall service for at least six (6) months.
- e. That the employee plans to return to the TSTC Marshall work force.

C. Leaves without Pay

1. The System Chancellor is authorized to approve request for leaves of absence without pay for a period up to and including 12 months.
2. The President is authorized to approve requests for leaves of absence without pay for employees under their supervision for 30 days or less.
3. Such leaves must, in the judgment of the approval authority, be in the best interest of the individual and the College and conform with the following Legislative requirements:
 - a. All accumulated paid leave entitlement must be exhausted before granting such leaves.
 - b. All such leave will be limited to twelve (12) months.
 - c. Approval of such leaves constitutes a guarantee of employment for a specified period of time. Such a guarantee is subject to fiscal constraints.
 - d. These limitations may be waived by the approval authority for such purposes as interagency agreements or educational purposes.
- D. The System Chancellor is directed to establish the necessary procedures and leave record-keeping system to comply with this policy and applicable State laws and regulations.

PERTINENT INFORMATION:

Senate Bill 179, bath Legislature, Article V, Sec. 8m.

The Board of Regents Minute Orders 15-81 on leaves of absence and 127-83 on exceptions to sick leave.

PROCEDURES:

- A. Request for leave will be submitted on the approved leave request form.
- B. The President authorizes immediate supervisors of employees to approve the use of earned unused sick and vacation leave. Such supervisors may also approve jury service and military leave documented by a summons or military orders.
- C. The President authorizes first-level supervisors reporting to upper-level supervisors to approve unpaid leave for legitimate purposes up to three (3) consecutive working days for each occurrence, when sick and vacation leave are exhausted. Occurrences of this type must be infrequent so as to not significantly affect departmental operations through excessive absenteeism.
- D. Leave requests for time off without pay for more than three (3) consecutive working days must be accompanied by a separate memorandum justifying the request which includes: (1) the number of years of service with the College, (2) mutual benefits to both the individual and the College, and (3) a statement that the request complies with Practice, Subsection C. 3 above.
- E. Upon return from an approved leave with or without pay, an employee will receive the current salary paid for that position as it is affected by across-the-board increases or any other general salary adjustments.
- F. Leaves with or without pay will be granted for a specific time and purpose and can be extended only by the same process by which the original leave was approved.