



TEXAS A&M
UNIVERSITY
CORPUS
CHRISTI

Time Off Programs



SICK LEAVE

ELIGIBILITY

An employee working for 50 percent or with an active appointment, excluding an employee in a position for which student status is a requirement for employment, is entitled to sick leave with pay.

SICK LEAVE ACCRUAL

If an employee is on leave the first day of the month, the employee will not be able to use the leave accrued for that month until he or she returns to work.

An employee does not accrue sick leave for any full calendar month in which he or she is on leave without pay.

Accumulation of sick leave is unlimited. Any unused accumulated sick leave is carried forward at the end of each fiscal year.

FULL TIME EMPLOYEE

Full-time leave eligible employees earn eight hours of sick leave for each month or fraction of month of employment.

PART TIME EMPLOYEE

Part-time benefits eligible regular employees earn sick leave based on percentage of time worked.

ABSENCES QUALIFY FOR SICK LEAVE

Sick leave may be taken when sickness, injury, or pregnancy and confinement prevent the employee from doing his or her job or when an ill member of the employee's immediate family needs the employee's care and assistance.

Immediate family is defined as those individuals living in the same household and related by kinship, adoption, or marriage; foster children certified by the Texas Department of Protective and Regulatory Services; or a child for whom the employee is the court-appointed guardian.

An employee's minor child (18 or younger) is considered immediate family even if the child does not live in the employee's household. An employee's use of sick leave for family members not residing in that employee's household is strictly limited to the time necessary to provide care and assistance to a child, spouse, or parent (but not parent-in-law) of the employee who needs such care and assistance as a direct result of a documented medical condition.

An employee who adopts a child younger than three years may use the amount of sick leave following the adoption that would normally be granted for recovery from pregnancy or childbirth.

SCHOOL RELATED ACTIVITIES

An employee may use up to eight hours of sick leave each fiscal year to attend parent-teacher conference for his or her children in prekindergarten through 12th grade. The employee must provide reasonable advance notice of need for this leave.

SICK LEAVE POOL

WHAT IS SICK LEAVE POOL?

- The Employee must have a catastrophic illness or injury themselves / dependent in their care that requires treatment by a licensed practitioner to be eligible for the Sick Leave Pool.
- Missed 80 hours of work. The missed work may be continuous or intermittent. (50% Effort= 40 hours)

Sick Leave Pool hours are donated by exiting employees or retirees of the University. Hours can not be designated to any one employee. An employee can apply for sick leave pool for their own illness or that of an immediate family member.

REQUIREMENTS

1. Must deplete all available sick, vacation and compensatory time balances.
2. Must provide Human Resources with a Medical Certification Form and a Sick Leave Pool Withdrawal Form.
3. Must provide Human Resources with a list of all absences related to the illness or injury.
4. Must enter all absences in Workday.

FORMS

All sections of the forms must be completed, any missing information might delay the approval process.

- [Medical Certification Form-Employee's Serious Health Condition](#)
- [Medical Certification Form-Family Member's Serious Health Condition](#)
- [Sick Leave Pool Application](#)

Note that sick leave pool hours can not be granted retroactively. So it is very important that all requested documentation is submitted prior to going into a leave without pay status

SICK LEAVE DONATION

WHAT IS SICK LEAVE DONATION?

This leave benefit is another option to assist those who have exhausted their available sick leave to remain in a paid leave status and allow them time off to recover from an illness or injury. Employees may also use donated sick leave to care for eligible family members.

APPROVED SICK LEAVE

Approved sick leave donations will be processed by Human Resources deducting sick leave hours from the donor's account and adding the donation to the recipient's donated sick leave.

FORMS

- [Sick Leave Direct Donation – Donor Form](#)
- [Sick Leave Direct Donation – Recipient form](#)

SICK LEAVE RECIPIENTS

- are in the same agency (Texas A&M-Corpus Christi) as the donor.
- have exhausted all of their sick leave accruals.
- have exhausted any previously donated hours they received.
- have exhausted the full allocation of hours from the sick leave pool.
- are in a benefits eligible sick leave position
- Employees who wish to donate sick leave to another employee will complete the Sick Leave Direct Donation Donor Form and submit it to Benefits@tamucc.edu.
- Individuals making a donation are encouraged to consult a tax advisor.
- An employee is not required to be in a leave accruing position at the time a donation is made, but will need to have sufficient hours to cover the donation.
- A donor may donate any amount of his or her available sick leave accruals to an eligible

| | |
|---|-------|
| Can you have a vacation leave balance? | Yes |
| Can you have a sick leave balance? | No |
| Can you have a sick leave pool balance? | Maybe |
| Can you have a donated sick leave balance? | No |
| Do you need to be out more than 80 hours? | No |

FAMILY AND MEDICAL LEAVE

WHAT IS FMLA

FMLA is an unpaid leave that protects your job for up to 12 weeks. FMLA leave may be used incrementally or continuously for a period not to exceed 480 hours. If you return to work before or at the expiration of your FMLA period, you will be reinstated to your job or an equivalent job, unless you would not otherwise have been employed at the time. Additionally, as long as you are on FMLA your benefits are undisturbed as the State's Contribution continues throughout the period of FMLA.

ELIGIBILITY

Employees must have an active appointment to qualify for leave under the FMLA before such leave can be granted; two criteria must be met:

- Must have a total of at least 12 months of state service (employment periods preceding a break in service of more than seven [7] years are not required to be counted); and
- Must have physically worked 1,250 hours with the state within the 12 months prior to the need for FMLA leave.

Note: Student employees, wage employees, and faculty are eligible for FMLA leave if the above requirements are met.

*In addition to the above qualifications, faculty must have an active appointment to be eligible for FMLA.

QUALIFYING EXIGENCY

Eligible employees with a sick spouse, child under 18, or parent on active duty or call to active duty status in the National Guard or Reserves may take time off to address personal needs such as:

- Arranging for alternative childcare
- Attending military events
- Certain financial and legal arrangements
- Attending counseling sessions
- Attending post-deployment reintegrating briefings

ILLNESS OF COVERED SERVICE MEMBER

FMLA also includes a special leave entitlement that permits employees to take leave to care for a covered service member. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of active duty.

REPORTING REQUIREMENTS

You must follow your department's procedure for requesting and reporting time away from work. If possible, discuss your leave plans with your manager before your leave. If you were not able to provide notice in advance, contact your manager as soon as possible. Ask your manager how often s/he wants you to call in to provide an update.

Vacation

ELIGIBILITY

An employee appointed for 50 percent or more time for a period of at least four and one half months in a budgeted 12 month position, excluding an employee in a position for which student status is a requirement for employment, is entitled to vacation with pay.

An employee may take vacation leave upon completion of six months of continuous state employment, although the employee accrues vacation leave during that period.

FULL TIME EMPLOYEE

A full time employee with a 12 month appointment accrues vacation leave and may carry it forward from one fiscal year to the next in accordance with the table below:

PART TIME EMPLOYEE

A part-time employee accrues vacation leave on a proportionate basis. The maximum number of hours that a part-time employee may carry forward from one fiscal year to the next is also determined on a proportionate basis.

VACATION RULES

An employee who is employed by the state during any part of a calendar month accrues vacation leave for that month unless he or she is on a leave without pay for the entire month.

An employee who is on leave on the first workday of a month may not take vacation leave.

accrued for that month until the employee returns to duty. Service used in calculation of accrual rates does not include service with independent school districts and community colleges.

SUPERVISORS APPROVAL

- A Supervisor may deny a request to use vacation leave if granting that leave would place an unreasonable burden on Texas A&M University University-Corpus Christi to provide services of acceptable quality and quantity during the time requested.
- Supervisors can request employees use FLSA compensatory time before taking vacation leave.

MAXIMUM CARRYOVER

- An employee accrues vacation leave for each month of employment in benefits eligible leave position.
- An employee is entitled to carry forward from one fiscal year to the next the balance of unused accumulated vacation leave that does not exceed the maximum number of hours allowed by the schedule below.
- All vacation hours exceeding the MCO on August 31st will be credited to the employee's sick leave balance on September 1st.

| Total Service (Years) | Vacation Hours Earned Per Month | Maximum Vacation Hour Carry Over |
|-----------------------|---------------------------------|----------------------------------|
| 0-2 | 8 | 180 |
| 2-4 | 9 | 244 |
| 5-9 | 10 | 268 |
| 10-14 | 11 | 292 |
| 15-19 | 13 | 340 |
| 20-24 | 15 | 388 |
| 25-29 | 17 | 436 |
| 30-34 | 19 | 484 |
| 35+ | 21 | 532 |

HOLIDAY

ELIGIBILITY

The University observes 12-15 holidays per year. An employee is eligible if they are in an active budgeted position for 50 percent or more time for a period of at least four and one-half months. Excluded employees in a position for which student status is a requirement for employment, is entitled to holiday pay.

FIRST WORKDAY OF THE MONTH

An eligible employee must be in a paid status at least part of his or her first regularly scheduled workday after the holiday to receive holiday pay that falls on the 1st workday of the month.

HOLIDAYS IN THE MIDDLE OF A MONTH

To receive Holiday pay, an employee generally must work or be in a paid leave status at least part of his or her last regularly scheduled workday immediately before the holiday and at least part of his or her first regularly scheduled workday after the holiday.

Examples include Thanksgiving, Martin Luther King Day, Spring Break, Memorial Day and Independence Day.

LAST WORKDAY OF THE MONTH

An eligible employee must be in a paid status at least part of his or her last regularly scheduled workday before the holiday to receive holiday pay that falls on the last workday of the month

WORK ON A SCHEDULE HOLIDAY

A holiday eligible employee who works in a FLSA exempt or non exempt position who works on a scheduled holiday will be entitled to equivalent time off with pay to be taken during the 12 month period following the end of the workweek in which the holiday occurred.

RELIGIOUS HOLY DAY

An employee may use accrued vacation or compensatory time to observe Rosh Hashanah, Yom Kippur, Good Friday or any other holy day. A regular employee who works less than full-time will receive holiday pay and holiday compensatory time proportionate to his or her percentage of full-time effort.

CURRENT HOLIDAY SCHEDULE

To view the current holiday schedule please visit the [Human Resources website](#).

BIRTHDAY LEAVE

ELIGIBILITY

To be eligible for birthday leave an employee must be in a regular, budgeted, leave-eligible position. You must follow your department's procedure for requesting and reporting time away from work.

POLICY

Birthday Leave not taken in accordance with the guidelines cannot be saved and is forfeited. Under no circumstance will any pay be issued for this day.

Birthday leave should be taken 30 days before or 30 days after the birthday.

If the employee is not physically at work during the month of their birthday (sick leave, FMLA, LWOP, vacation, etc.), it must be taken within 30 days of their return. If the employee does not return to work then the day is forfeited.

SUPERVISORS APPROVAL

Approval by the employee's supervisor must be obtained prior to taking the leave, and in accordance with the departmental leave procedures.

Departmental supervisors are responsible for ensuring the Birthday Leave is in accordance with this procedure and that the employee has not already been granted a birthday leave day.

PART TIME EMPLOYEE

Full-time employees are allowed 8 hours of leave while part-time employees are granted leave on a proportional basis (i.e. 50% effort - 4 hours of leave).

Birthday leave cannot be used in increments of less than one day. Employees working an alternate schedule of more than 8 hours per day must use vacation for the remaining hours of the day.

ENTERING BIRTHDAY LEAVE IN WORKDAY

Eligible employees request Birthday Leave as they do other paid leave by submitting an on-line leave request through Workday at <http://sso.tamucc.edu>. On the Time Off worklet, select Time Off and then select the day for the leave. On Type, choose Other Emergencies, then type Birthday Leave in the comment box.

Birthday leave is a Texas A&M University of Corpus Christi employee benefit and the university reserves the right to continue, change, or discontinue Birthday Leave at any time.



WORKERS COMPENSATION

ELIGIBILITY

All employees whose names appear on the payroll of the University are covered under the program . This coverage includes student and wage employees.

EMPLOYEE RESPONSIBILITIES

Employees who suffer an injury or illness as a result of and in the course and scope of employment should immediately notify his/her supervisor. Failure to report the injury within 30 days of the occurrence (or manifestation of the occupational disease) may result in the denial of the claim. Other responsibilities an employee may have pertaining to the accident may include, but are not limited to:

- responding to any correspondence delivered by the Texas Department of Insurance, Risk Management, or other agencies or individuals needing information regarding the incident; advising the treating practitioner that s/he believes the illness or injury may be work related.
- keeping Risk Management and/or the Texas Department of Insurance advised of any changes of address or phone numbers.

EMPLOYER RESPONSIBILITIES & REPORTING WC INJURIES

Department contacts, supervisors, or designees are required to report any work-related injury or illness to Origami as soon as possible after the incident is reported or has been identified. Other department responsibilities pertaining to an employees accident in the workplace may include, but are not limited to:

- providing additional information such as witness statements, wage information, or medical information for purposes of determining eligible WCI benefits.
- investigating the accident to determine cause.
- implementing necessary procedures for the prevention of future accidents.
- providing the employee the required Notice of Injured Employee Rights & Responsibilities document.

NOTE TO EMPLOYEE SEEKING MEDICAL ASSISTANCE:

Your health care provider, emergency room, or pharmacy may request billing information regarding your Workers' Compensation claim. For these purposes, provide the Notice of Injured Employee Rights & Responsibilities information to your treating physician or pharmacist:

Risk Management
301 Tarrow, 5th Floor
College Station, TX
Phone: (979) 458-6330

Absences due to work-related injuries may also fall under the provisions of The Family and Medical Leave Act (FMLA).

SUPERVISORS

Supervisor must report the injury through the Orgami portal

LINK: [SUBMIT INCIDENT REPORT](#)

HR Benefits Contact
Jennifer Escamilla
(361) 825-2180

OTHER PAID TIME OFF

ELIGIBILITY

An employee in a budgeted position appointed for 50 percent or more time for a period of at least four and one-half months, excluding an employee in a position for which student status is a requirement for employment, is entitled to leaves of absence with pay.

The leaves described below will not be charged against an employee's vacation, sick leave or compensatory time accruals, but a record of any leave taken as other paid leave is required. The member may require an employee to provide documentation for absences under Sections 2.2.2, 2.4, 4-7 and 9-15.

Emergency leave may not be used under any circumstances to replace workers' compensation income benefits.

DEATH OF A FAMILY MEMBER

An employee is entitled to bereavement leave because of the death of the:

- Employee's spouse
- Employee's /spouse's child
- Stepchild
- Parent
- Step/parent
- Brother/sister
- Stepbrother/sister
- Grandparent
- Step/grandparent
- Great grand parent
- Step/ great Grandparent
- Grandchild
- Step grandchild
- Great grandchild
- Step great grandchild.

Approval

A department head or designee may approve one to five (1-5) working days of bereavement leave with pay for the death of an employee's family member.

Requests for more than 5 days should be reviewed on a case-by-case basis and require approval by the division vice president or the president for those units reporting directly to the president.

HR Benefits Contact
Jennifer Escamilla
(361) 825-2180

VOTING

An employee will be allowed sufficient time to vote in national, state and local elections.

JURY SERVICE

An employee is entitled to a leave of absence for jury service. An employee is not required to account to the system for any fee or compensation received for the jury service.

MEDICAL AND MENTAL HEALTHCARE FOR CERTAIN VETERANS

A veteran who served in the army, navy, air force, coast guard, or marine corps of the United States as defined by Government Code 434.023(a) or the Texas National Guard as defined by 431.001, and eligible for health benefits under a program administered by the Veterans Health Administration of the United States Department of Veterans Affairs, may be granted leave without a deduction in salary or loss of vacation time sick leave, earned overtime, credit, or state compensatory time to obtain medical or mental healthcare administered by the Veterans Health Administration of the United States Department of Veterans Affairs, including physical rehabilitation. Leave granted may not exceed 15 working days each fiscal year.

ORGAN, BONE MARROW OR BLOOD DONORS

An employee is entitled to a leave of absence up to five working days each fiscal year to serve as a bone marrow donor or up to 30 working days each fiscal year to serve as an organ donor. An employee is entitled to sufficient time to donate blood up to four times each fiscal year. The employee must obtain approval from the employee's supervisor before taking time off and, upon returning to work, must provide proof of the blood donation.

AMERICAN RED CROSS DISASTER SERVICE VOLUNTEERS

An employee who is a volunteer firefighter or an emergency medical services volunteer is entitled to a leave of absence up to five working days each fiscal year to attend fire service or emergency medical services training conducted by state agencies or institutions of higher education. The CEO or designee may grant leave to allow volunteer firefighters or emergency medical services volunteers to respond to emergency fire or medical situations. Prior to granting such leave, a member will establish guidelines for the request and approval of leave in these circumstances.

FOSTER PARENTS

An employee who is a foster parent to a child under the conservatorship of the Department of Protective and Regulatory Services is entitled to a leave of absence to attend Department of Protective and Regulatory Services meetings or school district admission, review and dismissal meetings regarding the foster child.

COURT APPOINTED SPECIAL ADVOCATES VOLUNTEERS

An employee is entitled to a leave of absence up to five hours each month to participate in mandatory training or perform volunteer services for Court Appointed Special Advocates.

CAMPUS CLOSURES

UNPLANNED CLOSURE

- Employees who are eligible for paid time off will receive “emergency leave” and will receive pay for the time the University is closed.
- The payroll department will auto-populate emergency leave on time sheets in Workday.
- Employees who are not eligible for paid time off will not get paid. This includes student workers and temp/casual employees.
- Supervisors must inform the Human Resources Office of any exempt employees who worked during the closure so that compensatory time can manually be added in Workday.

DEPARTMENT CLOSURE ONLY

- Employees who are eligible for paid time off will receive “emergency leave” and will receive pay for the time the University is closed.
- Employee must submit emergency leave in Time-Off Worklet via Workday.

EARLY RELEASE

- Employees who are eligible for paid time off will receive “emergency leave” and will receive pay for the time the University is closed.
- The payroll department will auto-populate emergency leave on timesheets in Workday.
- The University may determine that some departments remain open to serve our student population. If department is required to remain open, employees that work will be given compensatory time for use on a future date.

UNSAFE WORKING OR TRAVEL CONDITIONS

When an office or work site closes because of hazardous conditions or unsafe travel conditions, the employees scheduled to work will be granted emergency leave for 31.03.03 Leave of Absence with Pay the time the work site is closed. Employees who are required to work during the time an office or work site is closed because of hazardous conditions or unsafe travel conditions will accrue compensatory time.

The CEO or designee may also grant emergency leave when the member does not officially close, but hazardous or unsafe travel conditions delay or prevent an employee from being at work during the employee’s scheduled work hours. Additional approval is required.

EMERGENCY EVACUATION ORDER

If an emergency evacuation order is issued by state or local government, each employee scheduled to work should be granted emergency leave for the duration of the order. Emergency service personnel or others needed to provide for the safety and well-being of the general public or for the restoration of vital services will not be granted leave, but will accrue compensatory time.

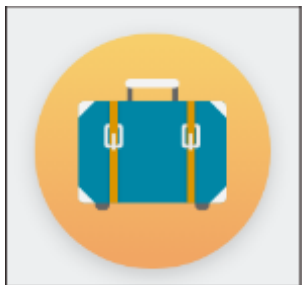
** The University reserves the right to mandate employees work from an alternate location, use paid time off, or unpaid time off if paid time off is not available.*

TIME OFF ENTRY

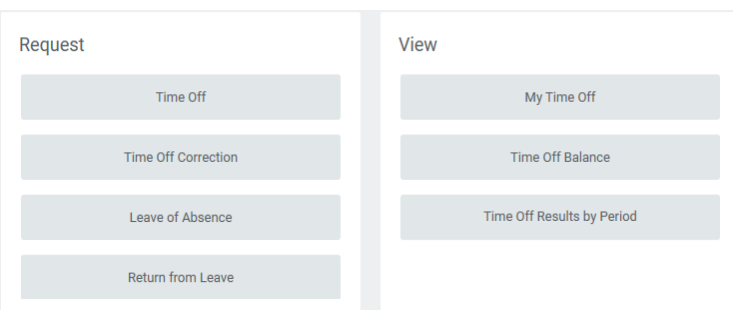
STEPS

From the Workday Home Page:

1. Click the **TIME OFF** worklet



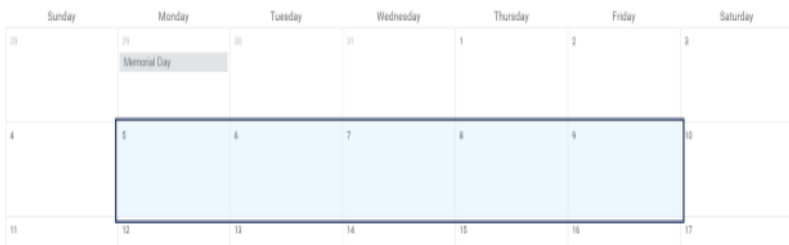
2. In the worklet, click **TIME OFF**



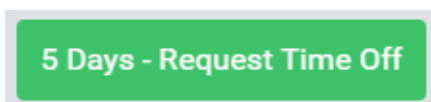
The **Time Off Calendar** page will display

3. Select a date in the left column to see your **Time Off Balance** as of that date.

4. Click and drag over the dates on the calendar for the date range you will be taking time off. Alternatively, click on each individual date you will be off if they are not sequential.



5. At the bottom of the screen, a green button will say how many days were selected. Click the Request Time Off button.



6. In the pop-up window that displays, complete the following fields:

- a. **Time Off Type**
- b. **Daily Quantity** (defaults to 8 hrs. If partial day, please update accordingly)
- c. **Reason** (Required for certain Time Off Types)

7. Enter **Comments** as needed

Note: Only **Types** that you are eligible for will appear. **Daily Quantity** allows you to enter in a partial day off if necessary. **Reason** options will appear based on the **Type** selected.

8. Click **Submit**.

9. Your manager will receive an inbox task to approve your Time Off Request. The manager can view the details of the request and **View Balance**. The manager then clicks **Approve** on the inbox task.

Request Time Off is now complete. The time off will appear on your Time Off Calendar and be visible to you, your Manager and the Absence Partner. This completes the Request Time Off process. If you are unable to enter absences in Workday, please make arrangements with your supervisor.

CORRECT A TIME OFF REQUEST

IMPORTANT: You can only initiate a Time Offff Correction after it has been approved. Otherwise, you can ask your manager to send it back and then you can make necessary changes without canceling the process from Workday Home page:

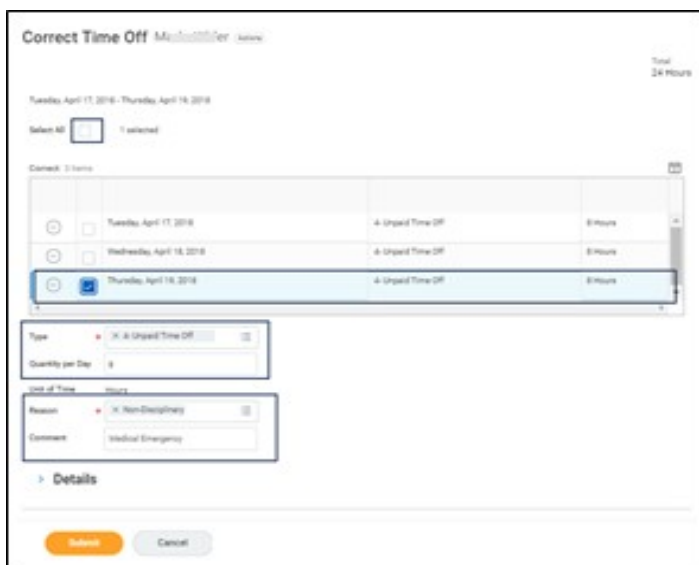
1. Click the Time Off Worklet



Select the Date(s) that need correction:



Select the specific date(s) you need to make corrections for



Note: Here the second day was selected and changes can be made for the Type, Quantity and Reason
*** Be sure to change the quantity (i.e. if approved to 8 hrs and canceling the action, change qty to zero "0").**

Enter comments for your Manager

Click **Submit**

Up Next

Your Manager will receive an inbox item to approve these changes.

Your Absence Partner will receive an inbox item to take action on any request involving FMLA, Parental or Emergency time off.

You have completed the initiation of the Time Offff Correction process. **This action routes to the manager for approval, once the process is finalized, you will then see the hours returned to your balance.**

FMLA ENTRY

When entering FMLA time offff, consider the following: Do you have any paid time off you are eligible to take?

YES: Do you have enough days off to cover the entirety of the absence?

- YES: Enter Time Off twice for the same date range- 1) with the Type paid time off and 2) with the Type FMLA.
- NO: Enter Time Off twice for the number of paid days you have accrued- 1) with the Type Unpaid Time off and 2) with the Type FMLA.
- If an Employee is using paid time off and then an unpaid Time Off should start the day after the paid me off ends. Workday will handle the weekends.
- If the last day of paid time off is partial, then the employee should use the unpaid Time Off to finish out the day.
- If you want to view Time Off and Leave of Absence on the same page, open the Absence Calendar view.