

**Sam Houston State University**  
**A Member of The Texas State University System**

**Finance & Operations Human Resources Policy HR-04**  
**Employee Leaves**

**SUBJECT:** Employee Leaves Procedures

**PURPOSE:** To provide a standard policy for administering and granting employee leaves for absence from their jobs in accordance with university, system, state, and federal rules and regulations.

**POLICY:** It is the policy of Sam Houston State University to grant leaves to all regular benefits eligible, non-student employees (employees who are appointed at least one-half time or more for a continuous period of at least four and one-half months or one long semester for faculty) on a consistent basis without regard to race, color, national origin, sex, religion, age, disability or veteran status. All personnel actions are reviewed to ensure Equal Employment Opportunity (EEO) compliance.

**CONTENTS:** For ease of identification and use, the leaves are divided into multiple policies as follows

**Summary:**

[\*\*HR-04\(a\) Vacation, Sick, and Leave without Pay\*\*](#)

[\*\*HR-04\(b\) Extended Leave Options\*\*](#)

[\*\*HR-04\(c\) Miscellaneous Leaves\*\*](#)

[\*\*HR04\(d\) Wellness and Development Leaves\*\*](#)

**HR-04(a) Vacation, Sick, and Leave without Pay**

1. Employee and Department Responsibilities for Leave
2. Vacation Leave
3. Sick Leave
4. Leave without Pay

**HR-04(b) Extended Leave Options**

1. Sick Leave Pool
2. Family Leave Pool
3. Donation of Sick Leave to a Specific Employee
4. Federal Family & Medical Leave Act (FMLA) and Parental Leave
5. Dually Employed Spouses – Request to be Treated as Single for Family Care

**HR-04(c) Miscellaneous Leaves**

1. Administrative Leave
2. Reserve Law Enforcement Training Leave

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3. Military Leave
4. Veteran Leave
5. Foster Parent Leave
6. Bereavement Leave
7. Miscellaneous State Awarded Leave

**HR04(d) Wellness and Development Leaves**

1. Wellness Release Time for Voluntary Wellness Activities
2. Time Off for Staff Council Participation
3. Educational Activity Leave
4. Wellness Leave Award for Health Assessment and Exam
5. Emergency and Administrative Leave for Outstanding Performance
6. Mental Health Leave for Peace Officers

Reviewed by: Rhonda Beassie, Associate VP for People and Procurement Operations 11/22/2021