

Texas Woman's University
University Policy Manual

Policy Name:	Volunteer Emergency Responder Leave
Policy Number:	3.16
Date Passed:	April 2004
Date Reviewed:	August 2011
Next Review:	August 2013
Signed By:	Chancellor and President

Purpose

The purpose of this policy is to outline the Texas Woman's University (TWU) policy regarding the granting of paid leave to TWU employees who are volunteer responders.

Policy

Texas Woman's University provides paid administrative leave to an employee who is a volunteer firefighter, emergency medical services volunteer, certified American Red Cross disaster service volunteer, or certified American Red Cross disaster service volunteer trainee in accordance with state law.

Leave for emergency fire situations or emergency medical services situations may be paid with administrative approval. Paid time off may also be granted for related training.

Leave Eligibility

Fire Service and Emergency Medical Services Training. Eligible employees are entitled to paid volunteer emergency responder leave not to exceed five (5) working days each fiscal year to attend fire service training or emergency medical services training conducted by state agencies or institutions of higher education.

American Red Cross Volunteer or Volunteer Trainee. Eligible employees may be granted volunteer emergency responder leave not to exceed ten (10) working days each fiscal year to participate in specialized disaster relief services if the leave is taken:

- On the formal request of the American Red Cross,
- The division of emergency management in the governor's office, and
- With the approval of the employee's supervisor.

Responding to Emergencies. Eligible employees may be granted up to ten (10) working days of emergency responder leave, with administrative approval, each fiscal year to respond to emergency situations.

Procedure

Employees are responsible for notifying their immediate supervisor of their status as a volunteer emergency responder. The employee is responsible for notifying her/his supervisor, in a timely manner, of an impending absence. Appropriate documentation of the reason for the absence may be required.

In the event of an emergency response, the employee or the employee's representative will notify the supervisor as soon as possible, but no later than twenty-four (24) hours from the beginning of the emergency. Upon return to work from an emergency response, the employee will provide official documentation of service.

The employee will provide the supervisor with documentation of training at least two (2) weeks in advance of the training.

The employee shall report to work the next workday following the end of training or the emergency response. The employee will promptly and accurately record the use of leave.

The supervisor must determine the leave eligibility, review and approve the leave, and verify the employee has accurately recorded the leave.

Policy Review

The Vice President for Finance and Administration will review this Operating Policy with recommendations forwarded through normal administrative channels to the Chancellor and President.