

TMB Employee Leave Policy

Bereavement Leave and Other Emergency Leave

Employees are entitled to receive emergency leave for bereavement, with pay, because of a death in the employee's family and to attend the funeral of a current Texas Medical Board employee.

An employee may receive up to 3 work days of emergency leave with pay for a death in the employee's family.

The employee's family includes the following:

- Employee's spouse
- An individual who served in a full-time parental capacity to the employee
- Employee's or spouse's (this includes current step-family and in-law relations)
 - Child
 - Parent
 - Brother
 - Sister
 - Grandparent
 - Grandchild

If extensive out-of-state travel is involved, two additional work days of emergency leave for bereavement may be granted. Part-time employees may receive a proportionate number of hours of emergency leave for bereavement.

An employee may receive up to two hours of emergency leave to attend the funeral of a current TMB employee. The employee granted the emergency leave will be required to use other accrued leave for any time in excess of the two hours granted.

An employee may request emergency leave for bereavement by notifying his or her manager/supervisor. The employee should make reasonable effort to notify his or her manager/supervisor at the earliest possible time to minimize disruption at work.

Additionally, the Executive Director may grant emergency leave to an employee, for a reason other than bereavement, when:

- the employee requests such leave;
- the Executive Director determines that the employee has demonstrated good cause for such emergency leave; **and**
- the Executive Director believes in good faith that the employee intends to return to his or her position on the expiration of the emergency leave granted.

Agency Closures

The Executive Director, or his or her designee, may grant emergency leave due to weather conditions, observance of a holiday, or due to events occurring during the workhours that interfere with operations or employee safety. In such circumstances, employees are not required to request emergency leave for these types of agency closures. An employee will not receive emergency leave if they are on another type of leave on the day in which emergency leave is granted due to the above-mentioned closures.

Emergency Leave during Agency Investigation

The Executive Director may grant emergency leave to an employee who is:

- The subject of an investigation being conducted by TMB
- A victim of, or witness to, an act or event that is the subject of an investigation being conducted by TMB

Medical and Mental Healthcare Leave for Veterans

An employee may be granted up to 15 work days of leave with pay, and without a deduction or loss of vacation time, sick leave, earned overtime credit, or state compensatory time, in order to obtain medical or mental healthcare, including physical rehabilitation, administered by the Veterans Health Administration of the United States Department of Veterans Affairs, if the employee:

- is a veteran, as defined in Texas Government Code Section 424.023; and
- is eligible for benefits under a program administered by the Veterans Health Administration of the United States Department of Veteran Affairs.

The Executive Director may grant additional days, annually, to the employee qualifying for leave under this section, as the Executive Director deems appropriate.

Report Requirements

The TMB shall report all emergency leave, granted to an employee, to the Comptroller as required under Texas Government Code Section 661.902.

The TMB shall report all leave, granted to an employee who is the subject of an investigation, to the State Auditor's Office and Legislative Budget Board as required by Texas Government Code Section 661.923

The TMB shall comply with all other reporting requirements in accordance with Texas Government Code Section 2101.042.

Notice & Posting Requirements

This policy is required to be posted on each state agency's website per SB 73 (2017) and the statutory language cited below:

Government Code, Sec. 661.252. AGENCY POLICY.

- (a) A state agency shall adopt a policy governing leave for employees under this chapter.
- (b) The policy must provide clear and objective guidelines to establish under what circumstances an employee of the agency may be entitled to or granted each type of leave provided by this chapter.
- (c) The state agency shall post the policy adopted under this section on the agency's Internet website in a location easily accessible by the agency's employees and the public.