

EMERGENCY LEAVE

Granting of Emergency Leave: Emergency Leave may only be granted by the Executive Director or designee [and will be in compliance with section 661 of Texas Government Code](#).

Death in Family: Employees are eligible for Emergency Leave due to a death in the family. The death of the employee's spouse, or the employee's or spouse's children, parents, brothers, sisters, grandparents and grandchildren shall constitute adequate need for Emergency Leave.

Three 3 Day Maximum: Requests for Emergency Leave are submitted to the Executive Director through the supervisor or designee. Normally, up to three days will be approved. If extensive out-of-town or out-of-state travel is involved, two additional days may be granted by the Executive Director.

Other Reasons: The Executive Director or designee may grant Emergency Leave for other reasons if the employee shows good cause. The granting of such leave is at the sole discretion of the Executive Director or designee and is granted only if it is determined to be in the best interest of the agency. [The Executive Director may not grant emergency leave unless they believe in good faith that the employee to receive emergency leave intends to return to their job duties with the agency at the end of the leave period.](#)

Leave Reporting: [No later than October 1 of each year, the Executive Director will report to the Comptroller the name and position of each employee of the agency who was granted more than 32 hours of emergency leave during the previous fiscal year.](#)