

POLICY ITEM NO. 7B-1

Approval of Amendments to Policy Concerning Additional EXT Leave for Eligible Employees (Declaration of Emergency) – DEC (LOCAL)

In light of the exigencies presented by Hurricane Harvey, the proposed amendment addresses the obligations of individuals who may be affected by a call to engage in state active duty with Texas military forces.

The Chancellor recommends that the Board amend policy DEC (LOCAL) only as follows:

Effective date: RETROACTIVE TO SEPTEMBER 1, 2017

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

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LEAVE FOR  
EXTENUATING  
CIRCUMSTANCES

For reasons not covered by other leave, an employee shall receive two days of extenuating circumstances leave without loss of pay per fiscal year. An employee may accrue, and use, if available, a maximum of four days of extenuating circumstances each fiscal year. Prior notice to the supervisor is required for non-emergency situations. Unused accrued leave shall be forfeited upon termination of employment with the College District.

DECLARATION  
OF EMERGENCY

In the event that the College District has an employee who is called, upon a Declaration of Emergency by the Governor of Texas, to engage in State Active Duty with Texas Military Forces, including the Texas National Guard, the employee may request and receive up to five (5) additional days of paid extenuating circumstances leave to fulfill such service, which shall not count as military leave. For purposes of this provision, “State Active Duty” and “Texas Military Forces” shall have the meanings assigned by Chapter 437 of the Texas Government Code.

Requests for such additional extenuating circumstances leave must be accompanied by the appropriate supporting documentation. All requests shall be reviewed and approved by the executive director of human resources for the location.

■ Existing Policy

■ Deleted Policy

■ New Policy

■ GC Edits