

## TRS Policy

## Emergency Leave

### Purpose

To provide TRS employees with leave in certain emergency situations or, in limited circumstances, as deemed appropriate by the Executive Director.

### Core Value

This policy ties with TRS' commitment to its core values, including collaboration and respect.

### Reference

Texas Government Code § 661.902

### Applies To

All TRS employees

### Definitions

A **family member** for the purposes of this leave is defined as the employee's spouse or the parent, sibling, grandparent, grandchild, or child of the employee or the employee's spouse.

### General Statement

At the discretion of the executive director (or designee), emergency leave may be granted to an employee who requests leave for a good cause. The employee must show good cause for the leave and intend to return to their position at the conclusion of the leave period to be eligible. Employees who are on emergency leave are in a paid leave status.

At the discretion of the executive director, the executive director may grant emergency leave to close the agency due to weather conditions or in observance of a holiday.

TRS employees who work fully remote should follow emergency declarations issued by a State or Federal Government that impacts them. If an emergency prevents a remote employee from conducting their work, the employee should inform their manager when able and safe to do so to obtain guidance based on their circumstance. Chief Officers will collaborate options for appropriate support with OE and the Executive Director (or designee) based on business need.

TRS must report annually to the comptroller the name and position of each employee granted more than 32 hours of emergency leave in the prior fiscal year. This report must include the reason for the leave and the total amount of leave granted.

An employee who is on LWOP is not eligible for emergency leave, except in certain circumstances for emergency leave granted for agency holidays or special leave.

## Leave Accruals While on Emergency Leave

An employee continues to accrue vacation and sick leave while on emergency leave, but the accruals are not credited to the employee's leave balance until the date the employee returns to duty.

## Requesting Emergency Leave

To request emergency leave, employees should reach out to Workplace Accommodations in OE to request a TRS 116 form and learn if any other documentation may be needed. If the employee qualifies for emergency leave, OE will send the 116 to the employee to fill out and send to their manager. Before OE can finalize the request, the signed TRS116 form and any other documentation, as required by the type of emergency leave, must be sent to the [workplace accommodations coordinator](#) in OE.

If an employee is unable to complete the form, the employee should contact the workplace accommodations coordinator, who will complete and submit the form on the employee's behalf.

Except for unforeseen emergencies, emergency leave should be requested in advance of the event.

## Emergency Bereavement Leave

TRS may grant emergency leave to an employee for the death of a:

- family member as defined above;
- TRS co-worker or former TRS co-worker; or
- person in the employee's household who is not defined in state law as family but who resides in the same household and with whom the employee is cohabitating.

## Amount of Leave Authorized for Family Death

An employee may take up to 24 hours (three workdays) of emergency leave for the death of a family member. Up to 40 hours may be granted at the discretion of the executive director (or designee) if the funeral or memorial service is more than 300 miles from the employee's home or if there are other extenuating circumstances. The executive director has the discretion to make exceptions.

Additional time is not granted for employees to wrap up the affairs of an estate. An employee may request to use other accrued leave for this purpose, as appropriate.

The leave for part-time and hourly employees is proportionate to those for full-time workers based on the percentage of time that the part-time or hourly employee works.

Current or Former Employee

The executive director (or designee) may grant up to four hours of emergency leave to employees to attend the funeral of a current or former TRS employee. Time is not granted for employees to attend services for relatives of current or former employees. An employee may request to use other accrued leave, as appropriate, to attend the funeral services of relatives not listed under Emergency Bereavement Leave or of friends.

Request for Bereavement Leave

Information necessary for TRS to verify the death and funeral services (e.g., an obituary, newspaper clipping, death certificate, or funeral program) must accompany the Special Leave Request form (TRS116).


When emergency leave is granted for the funeral or memorial service of a co-worker or former co-worker, the TRS116 form is *not* required and instructions for coding time will be provided.

Violations

Knowingly giving inaccurate information in a leave request is a violation of this policy that could result in corrective action.

Cross Reference/Related Documents

- Leave Policy
- Sick Leave Pool and Extended Sick Leave
- Family Leave Pool
- Parental Leave

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*This policy does not constitute a contract, a promise or guarantee of employment, or a guarantee of access to TRS premises or information resources, as applicable, and may be modified, superseded, or eliminated by TRS without notice to the employee.*