

Miscellaneous Leave

Purpose

To provide TRS employees leave time for miscellaneous circumstances.

Applies To

All TRS employees

General Statement

State employees are entitled to time off without a deduction in salary or accrued leave to:

- fulfill jury duty;
- vote in national, state, and local elections;
- attend certain specialized training;
- perform certain foster parent duties;
- serve as a bone marrow or organ donor; and
- donate blood.

Additionally, the executive director or designee may grant eligible employees time off without a deduction in salary or accrued leave to respond to emergency situations and to participate in specialized disaster relief services for Texas Voluntary Organizations Active in Disaster. The executive director or designee may also grant paid or unpaid time off for an employee called as a witness in a court proceeding.

Voting

TRS encourages employees to vote before or after work hours when possible. Employees who are not able to vote before or after work hours are allowed sufficient time off without a deduction in salary or accrued leave.

To minimize work disruption, employees are encouraged to take advantage of available early voting.

Jury Duty

Employees are granted a paid leave of absence for jury duty or grand jury duty. An employee called to jury duty:

- on a regularly scheduled workday receives paid leave for the time served up to the time of the regularly scheduled workday, including reasonable time to travel to and from the court;

- on a regularly scheduled day off does not receive compensatory leave for the number of hours served on jury duty that day;
- on an authorized state or national holiday will not receive compensatory leave for the number of hours served on jury duty that day; or
- while on unpaid leave status is not granted paid leave or compensatory leave for the number of hours served on jury duty.

If an employee is serving jury duty or grand jury duty for less than one day, the employee must submit the summons with the Special Leave Request form (TRS116) as support for their absence. If the employee is serving for one day or more, they must submit a statement from the court documenting the length of the jury service. All documentation must be submitted to the [workplace accommodations coordinator](#).

Employees do not need to report any fees or compensation that they accepted while serving jury duty.

Witness Leave

The executive director or designee may authorize time off for employees who are subpoenaed as a witness in a civil or criminal court proceeding.

Witness leave may be granted as follows:

- An employee's time when called to appear in a court proceeding as an official representative of TRS is counted as time worked.
- An employee testifying as an expert witness but not as an official representative of TRS must use accrued leave or compensatory time whenever the employee will be paid for those services.
- An employee subpoenaed to testify in court proceedings on matters that are not directly related to TRS' business may receive time off for the absence provided that the employee
 - is not the plaintiff, defendant, or named party in the litigation;
 - does not receive a fee for the testimony; and
 - provides a copy of the subpoena to the manager for authorization of paid leave.

Time off for witness duty is granted for eligible employees under the same conditions as jury duty or grand jury duty.

Employees in an unofficial capacity and on personal leave (subpoenaed or not) may accept fees for witness duty.

Leave During Investigation

The executive director or designee may authorize the use of leave to remove an employee from the workplace pending the outcome of an investigation that could result in corrective action against the employee. An employee who is the subject of an investigation is otherwise ineligible for miscellaneous leave or emergency leave.

The executive director may also grant leave to an employee who is a victim or witness to an act or event that is the subject of an investigation, pending the outcome of the investigation, as appropriate.

Specialized Training and Service

Volunteer Firefighters, Emergency Medical Services Volunteers, and Search and Rescue Volunteers

An employee who is a volunteer firefighter, emergency medical services volunteer, or search and rescue volunteer is entitled to paid leave of up to five working days in a fiscal year to attend fire services, emergency medical services, or search and rescue training conducted by state agencies or institutions of higher education.

An employee who is a volunteer firefighter, an emergency medical services volunteer, or a search and rescue volunteer may also be granted up to five working days of paid leave per fiscal year to respond to emergency fire, medical, or search and rescue situations. The executive director or designee may grant additional leave to fight fires, respond to emergency medical situations, or respond to search and rescue situations. This leave is not charged against the employee's accrued leave balances.

Reserve Law Enforcement Officer

An employee who is a reserve law enforcement officer as defined by Section 1701.001 of the Occupations Code is entitled to up to five working days of paid leave every fiscal biennium to attend required training for peace officers.

To request this leave, employees should submit the Special Leave Request form (TRS116). See [Requesting Leave](#).

Court Appointed Special Advocate Leave

Court Appointed Special Advocates (CASA) is an organization that trains and organizes volunteers who are appointed by judges to oversee and advocate for abused and neglected children as the children move through the legal and social services system.

An employee may be granted up to five hours off with pay each month to participate in mandatory training or to perform volunteer services for CASA.

To request this leave, employees should submit the Special Leave Request form (TRS116). See [Requesting Leave](#).

Volunteers of Texas Voluntary Organizations Active in Disaster

An employee who is a volunteer of an organization that is a member of the Texas Voluntary Organizations Active in Disaster may be up to 10 days of leave each fiscal year to participate in disaster relief services, without a deduction in accrued leave, if:

- the employee's supervisor authorizes the leave;

- the services in which the employee participates are provided for a state of disaster declared by the governor; and
- the executive director approves the leave.

To request this leave, employees should submit the Special Leave Request form (TRS116). See [Requesting Leave](#).

Foster Parent

An employee who is a foster parent to a child under the conservatorship of the Texas Department of Family and Protective Services (DFPS) is entitled to paid leave for the purpose of attending:

- meetings held by DFPS regarding the child under the foster care of the employee; or
- an admission, review, or dismissal meeting held by a school district regarding the child under the foster care of the employee.

To request this leave, employees should submit the Special Leave Request form (TRS116). See [Requesting Leave](#).

Assistant Dog Training

An employee with a disability as defined by the Human Resources Code, §121.002, is entitled to a paid leave of absence to attend a training program to acquaint the employee with an assistance dog. This leave may not exceed 10 working days in a fiscal year.

To request this leave, employees should submit the Special Leave Request form (TRS116). See [Requesting Leave](#).

Bone Marrow or Organ Donation

An employee is granted time off with pay to donate:

- bone marrow (not to exceed five working days in a fiscal year); or
- an organ (not to exceed 30 working days in a fiscal year).

To request this leave, employees should submit the Special Leave Request form (TRS116). See [Requesting Leave](#).

Blood Donation

With approval from their manager, an employee may receive time off to donate blood. The time off is not to exceed four times in a fiscal year.

The employee may be required to provide proof of having donated during the requested time off. Failure to provide proof may result in the leave being deducted from the employee's salary or accrued leave, whichever the employee chooses.

Requesting Leave

To request time off under this policy, employees should submit a Special Leave Request form (TRS116) to their manager. Before OE can process 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.

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.