TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

HSC OP: 70.01, Leave Administration

PURPOSE: The purpose of this Health Sciences Center Operating Policy and procedure (HSC OP) is to establish Health Sciences Center policy for the administration of team member leave opportunities that demonstrate the TTUHSC values based culture.

REVIEW: This HSC OP will be reviewed in July of each odd-numbered year (ONY) by the Vice President/Chief People Officer (VP/CPO).

POLICY:

TTUHSC benefit eligible (.5 FTE or greater) regular faculty and staff have an array of paid leave types available; not only those leaves that allow the team member to address and heal from health challenges or changes of their own or a family member, but leave to recharge mind, body, and purpose, thus allowing the team member to be focused, productive and successful at work. Many leave types allow paid leave for philanthropic, volunteer emergency participation, military obligations, or civic duty.

While the process of considering, approving, and managing a team member’s leave may require documentation and adherence to TTUHSC procedures or state and federal laws, it is important for the team member and the supervisor to integrate TTUHSC’s values in all leave decisions to use and/or approve leave. Supervisors should be mindful that a team member may be facing personal challenges that require communicating with kindhearted compassion. Effective leave management requires treating all requests fairly and consistently. A supervisor’s willingness to help a team member balance work and personal issues will lead to greater employee loyalty, morale and retention. Embracing TTUHSC values in actions and decisions will cultivate a team oriented workplace that attains the success of the TTUHSC mission.

All paid leave taken by a team member must be reported and approved via the appropriate Texas Tech electronic leave reporting system.

All leave types may be viewed on the Human Resources webpage HR Administrative Procedures.