

## POLICY LIT.5.09 EMPLOYEE LEAVE

**SCOPE:** Faculty and Staff

It is the policy of Lamar Institute of Technology (LIT) to provide leave benefits, subject to the standards within the Texas Government Code and other state law, for all eligible employees.

1. Leave Eligibility.

1.1. All regular full-time (100% FTE) staff and faculty members and regular part-time (50-99% FTE) staff are eligible for leave benefits in accordance with their position classification.

1.1.1. The accumulation of leave and pay for eligible regular part-time (50-99% FTE) staff members will be on a prorated basis.

1.2. Employees appointed for less than half-time (50% FTE) or less than four and one-half months are not eligible for leave.

2. Leave with Pay. In order for an employee to be eligible for pay when absent from work, he/she must qualify in accordance with the provisions of the appropriate leave, i.e., Compensatory Leave, Development Leave, Emergency Leave, Administrative Leave, Holidays, Jury Duty, Military Leave, Sick Leave or Vacation Leave.

3. Leave without Pay. An employee may be allowed a leave of absence without pay for a reasonable period of time. Leave without pay is for a reason not specifically referred to in one of the provisions of leave covering absences with pay. Any absence of this nature is considered to be a leave of absence without pay (LWOP) in accordance with the provisions of the appropriate procedure, i.e., Leave Without Pay, Military Leave, or Family Medical Leave.

**Related Procedures:** LIT.5.09.06

**Relevant Forms/Documents:** F3.6A

**Relevant TSUS Policies/Forms/Documents:** TSUS Rules & Regulations, Chapter 5 Component Employees, Subsection 4 Faculty, 4.8 Terms and Conditions of Employment and Subsection 5 Unclassified and Classified Staff Employees, 5.3 Absences

**Relevant Statutes:** Texas Government Code, Title 6. Public Officers and Employees, Subtitle B. State Officers and Employees, Chapter 661. Leave.

**Relevant SACSCOC Standards:**

**Document History:**

*Adopted:*

*Reviewed:*

*Revised: April 2025*