

## FACULTY LEAVE POLICY

### Faculty Leave

Faculty are to reference the following HOP policies regarding leaves available at UT Health San Antonio.

- [4.7.3 State Military Forces and Reserve Duty](#)
- [4.7.4 Flextime](#)
- [4.7.5 Personal Leave](#)
- [4.7.6 Telecommuting](#)
- [4.7.7 Vacation and Annual Leave](#)
- [4.7.8 Sick Leave](#)
- [4.7.9 Sick Leave Pool Program](#)
- [4.7.10 Holidays](#)
- [4.7.11 Jury Service](#)
- [4.7.12 Leave of Absence without Pay](#)
- [4.7.13 Family Medical Leave Act \(FMLA\)](#)
- [4.7.14 Parental Leave](#)
- [4.7.15 Emergency Leave \(Including Funeral Leave\)](#)
- [4.7.16 Staffing During Adverse Conditions](#)
- [4.7.17 Military Leave](#)
- [4.7.18 Other Leave Entitlements](#)
- [4.7.19 Time Off for Voting](#)

Faculty are responsible to fill out the SoN Leave Request Form and submit to the Office for Faculty Excellence (OFE). It is crucial for faculty to identify and notify a colleague to cover teaching and other job duties during the time of absence.

OFE staff collect Leave Request Form and enter on a spreadsheet for distribution to the Vice Deans and Associate Deans for approval.

Faculty are responsible to notify OFE if a change in plans occur after leave request form is approved. OFE staff ensure that approved leaves are reflected in the monthly timesheets.

### Faculty Timesheets

All faculty are required to submit a timesheet, reference HOP 4.6.10

Online timesheets are available on the Office for Faculty Excellence (My Health) website and must be submitted by the first week of every month.

Faculty can contact OFE regarding updated leave balances.