

Texas Board of Veterinary Medical Examiners

Leave Policy

(Required Posting Under Government Code 661.251)

The Texas Board of Medical Examiners allows the following leave types for employees:

AHT (Agency Holiday Leave Taken)

This leave may be used when an employee receives paid leave because the agency has allowed employees time off for a holiday observed by the agency.

ALT (Administrative Leave Taken)

This leave may be used when an employee takes administrative leave.

CAT (Court Advocate Taken)

This leave may be used when an employee is granted leave (not to exceed five hours each month) to participate in mandatory training or perform voluntary services for Court Appointed Special Advocates (CASA).

CTT (Compensatory [Comp] Time Taken)

This leave may be used when an employee takes compensatory time earned previously.

DBT (Donate Blood Taken)

This leave may be used when an employee takes leave to donate blood. There are no maximum amounts for this leave type, only that the employee should be allowed a reasonable amount of time off and not more than 4 times per fiscal year. The employee must provide proof of donating blood or the time will be charged to accrued leave.

DMT (Donate Marrow Taken)

This leave may be used when an employee takes leave to donate bone marrow. The employee may take up to 5 days of this leave type per fiscal year.

DOT (Donate Organ Taken)

This leave may be used when an employee takes leave to donate an organ. The employee may take up to 30 days of this leave type per fiscal year.

EAT (Emergency Active Leave Taken)

This leave may be used when an employee takes federal emergency active leave to provide assistance to civil authorities in a declared emergency or training for that purpose. An employee may not be paid emergency active leave of more than 22 days in a federal fiscal year (Oct. 1 through Sept. 30).

EMT (Emergency Death Leave Taken)

This leave may be used when an employee takes emergency leave because one of the following persons has died: the spouse, the employee's parents or grandparents, the spouse's parents or grandparents, children, the employee's brothers or sisters, or the spouse's brothers or sisters.

EOT (Emergency Other Leave Taken)

This leave may be used when either:

- An administrative head of a state agency determines an emergency leave reason other than a death in the employee's family.

–OR–

- An employee takes state emergency other leave as a member of the state military forces. This type of emergency other leave is usually when the employee is called into active duty by the governor and has no limits.

EWT (Employee Wellness Taken)

This leave may be used when an employee takes wellness time awarded previously.

FCT (Facility Closure Leave Taken)

This leave may be used when an employee receives paid leave because the employee cannot report to work due to the mandatory closure of the building or work facility.

FFT (Volunteer Fire Fighter Taken)

This leave may be used when an employee who is a volunteer fire fighter takes leave to attend training. The employee may take up to five days per fiscal year.

FPT (Foster Parent Taken)

This leave may be used when employees who are foster parents take leave in order to attend staffing meetings held by the Department of Protective and Regulatory Services or to attend the Admission, Review, and Dismissal (ARD) meeting held by a school district. These meetings must concern the child under the foster care of the employee.

HCT (Holiday Compensatory [Comp] Taken)

This leave may be used when an employee takes holiday comp time previously earned, or when an employee elects to observe an optional holiday.

INT (Leave During Agency Investigation)

This leave may be used when the administrative head of an agency grants leave to an employee who is: the subject of an investigation being conducted by the agency (OR) a victim of, witness to, an act or event that is the subject of an investigation being conducted by the agency.

JST (Jury Service Taken)

This leave may be used when an employee must serve jury duty.

LET (Legislative Taken)

This leave may be used when an employee who is a certified peace officer takes leave to serve in, appear before, or petition the state legislature or federal Congress.

LWT (Leave Without Pay [LWOP] Taken)

This leave may be used to track an employee who is on leave without pay.

MLT (Military Leave Taken)

This leave may be used when an employee has taken military leave. Military leave must be awarded before it can be taken. An employee can use up to 15 days of military leave in a federal fiscal year (Oct. 1 through Sept. 30) and up to a maximum of 45 days of unused military leave can be carried forward.

OTT (Overtime Time Taken)

This leave may be used when an employee wants to take overtime from his or her available balance.

RCT (Red Cross Leave Taken)

This leave may be used when an employee certified as a disaster service volunteer of the American Red Cross (or in training to become one) takes leave to participate in specialized disaster relief services. He or she may take up to ten days per fiscal year.

ROT (Radio Operator Leave Taken)

This leave may be used when an employee who holds an amateur radio station license issued by the FCC participates in specialized disaster relief services. The employee may be allowed leave not to exceed 10 days each fiscal year. No more than 350 state employees may be eligible for this leave at any one time during the fiscal year, and the Texas Division of Emergency Management will maintain and coordinate the list of eligible state employees.

RTT (Reserve Law Enforcement Officer Leave Taken)

This leave may be used when a reserve law enforcement officer takes time off for required training. The employee is entitled to a leave of absence without deduction in pay for up to five working days every fiscal biennium.

SET (Assistance Dog Training)

This leave may be used when an employee attends training to get acquainted with a seeing-eye dog to be used by the employee. The employee can take up to 10 days per fiscal year.

SLT (Sick Leave Taken)

This leave may be used when an employee takes personally accrued sick leave.

VCT (Vacation Taken)

This leave may be used when an employee takes vacation leave.

VLТ (Voter Leave Taken)

This leave may be used when an employee receives paid leave to vote in a national, state or local election.

VMT (Veterans Medical/Mental Health Care Leave Taken)

This leave may be used when an eligible veteran employee receives medical and or mental healthcare administered by the Veterans health Administration. The administrative agency head has the authority to grant up to 15 days each fiscal year or additional days at their discretion.

WCT (Weather Closure Leave Taken)

This leave may be used when an employee receives paid leave because the employee cannot report to work due to weather-related issues.