

Texas Tech University Caregiver Resources

Texas Tech University has many resources that support all faculty and staff employees throughout their employment to include those who have caregiver responsibilities. Human Resources is available to meet with individual staff members to discuss available resources for their specific situation. The policies provided below are intended to be an overview of some of the available resources; however, because each situation is unique, there may be additional options.

<p>OP 70.44 Sick Leave and Sick Leave Pool</p>	<p>Sick Leave is provided to leave eligible employees who need time off due to sickness, injury, or pregnancy that prevents an employee's performance of duty or when the employee is needed to care for and assist a member of their immediate family who is ill. An immediate family is defined as those individuals who reside in the same household and are related by kinship, adoption, or marriage, as well as foster children certified by the Texas Department of Protective and Regulatory Services; and minor children of the employee, whether or not living in the same household.</p> <p>The Sick Leave Pool is intended to assist an employee and their immediate family in dealing with catastrophic illnesses/ injuries that force them to exhaust all available leaves.</p>
<p>OP 70.32 Family and Medical Leave Act (FMLA) and Parental Leave</p>	<p>The Family and Medical Leave Act (FMLA) entitles eligible employees of Texas Tech University to take unpaid, job-protected leave for serious health conditions and/or specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Leave may be continuous or intermittent.</p> <p>Employees who do not qualify for leave under the FMLA are eligible to take parental leave, not to exceed 12 workweeks, for the birth of a child or the adoption or foster care placement of a child under three years of age.</p> <p>There is also a special leave entitlement that permits eligible employees to take up to 26 workweeks of FML during any single 12-month period if the employee is the spouse, son, daughter, parent, or nextof kin caring for a covered military service member recovering from an injury or illness.</p>
<p>OP 70.06 Employee Working Hours</p>	<p>4. Duty Point</p> <p>An employee must, during normal working hours, conduct university business only at the employee's regular or assigned temporary duty point, unless the employee is traveling or has received prior written authorization from the Chancellor or the President to perform work elsewhere. In no event shall an employee's personal residence be deemed that employee's regular or assigned temporary place of employment or duty point without the written approval of the Chancellor or the President.</p> <p>Reference: Texas Government Code 658.010.</p>

<p>OP 40.04 Access for Individuals with Disabilities</p>	<p>Texas Tech University is committed to full inclusion of all qualified individuals at our institution. As part of this commitment, persons with disabilities will not be subject to discrimination or denied full and equal access to academic programs, employment, activities, benefits, and services offered by the University on the basis of their disability. This policy applies to all students, employees (faculty, staff, or student), volunteers, and visitors.</p> <p>In certain circumstances, time off from work or a modified duty schedule may be a reasonable accommodation. The University has policies relating to both paid and unpaid leave. Human Resources Talent Management can advise employees regarding applicable leave policies, including OP 70.44, Sick Leave and Sick Leave Pool, OP 70.32, Family and Medical Leave Act (FMLA) and Parental Leave, OP 70.43, Leave Without Pay, or OP 70.01, Miscellaneous Leaves of Absence.</p>
<p>Flexible Scheduling</p>	<p>Staff caregivers may request a flexible work schedule that allows the staff member to effectively meet all position expectations and complies with the Fair Labor Standards Act requirement that 40 hours of work must occur within the same workweek. OP 70.06 Employee Working Hours.</p> <p>Flexible schedule requests require supervisory approval and may be disapproved based on departmental needs or when responsibilities associated with the position do not support flexible work arrangements.</p>
<p>OP 70.43: Leave Without Pay</p>	<p>A regular employee may be granted leave without pay for reasons other than medical or disability for a period not to exceed one year, with the approval of the employee's administrative officer and the Assistant Vice President for Human Resources. An employee must exhaust all vacation accruals prior to entering a leave without pay.</p> <p>Employees who enter a leave without pay status should be aware of the impact on their benefits.</p>
<p>Employee Evaluations and Job Protection</p>	<p>Employees who take leave under the Family and Medical Leave Act (FMLA) or receive an accommodation under the ADA will not be evaluated during periods of leave protected by the FMLA or ADA, nor will evaluations negatively reflect an employee's absence from the workplace due to an approved FMLA event or ADA accommodation.</p> <p>Employees protected by the FMLA and ADA will be returned to their original or equivalent position upon completion of their leave. An employee who is approved for leave without pay will be restored to a position upon their return, although it may not be their original position.</p> <p>Employees on an approved change of duty point (remote work) will be evaluated on all aspects of their position as identified on the Change of Duty Point Application. Employees working remotely will be expected to meet all expectations established for their position unless it is determined that an essential function cannot be performed remotely.</p>
<p>Employee Health and Wellness Information</p>	<p>The health and wellness of our campus community is our top priority. The Health and Wellness Information includes resources for both in-person and virtual visits.</p>