Texas Woman’s University is a state employer and subject to rules implemented and mandated by the State Auditor’s Office (SAO) and applicable federal laws.

**Family Medical Leave Act (FMLA)**

All state employees (male or female) may be eligible for FMLA if they have worked 1,250 hours in the preceding 12 months. FMLA is a federal law which covers the birth, adoption, or placement of a foster child within 12 months of the event. If an employee does not meet the requirements for FMLA, the state of Texas provides Parental Leave of Absence policy.

**Parental Leave of Absence**

Parental Leave allows up to 12 weeks off for birth, adoption, or placement of a foster child. Parental Leave applies to anyone who is employed at TWU including adjuncts and graduate assistants.

Policy as Stated in the Texas Woman’s University Staff Handbook: Employees are entitled to a parental leave of absence, not to exceed twelve weeks, for the birth of a natural child or adoption of a child. This period begins with the date of birth or adoption or foster care placement with the employee of a child. Employees may use available compensatory time, vacation or leave without pay for this period. Sick leave is strictly limited to those situations clearly falling within the definition of sick leave.

**State Sick Leave**

Employees who accrue sick leave may use sick during the time a doctor certifies that the employee or immediate family member, such as a spouse or child, are under the care of a doctor. If the employee takes a full 12 weeks and only a portion (typically 6-8 weeks) is considered medically necessary the remaining time is either vacation or leave without Pay. If the employee does not have available leave the positon is protected but time away from work is without pay.

The [Faculty Sick Leave Policy](https://servicecenter.twu.edu/TDClient/1956/Portal/KB/ArticleDet?ID=40200) and the [State Sick Leave Guide](http://www.hr.sao.texas.gov/publications/SickLeaveGuide.pdf) states that sick leave with pay may be taken when sickness, injury, or pregnancy prevent the employee’s performance of duty or when a member of his or her family is actually ill.

**State Sick Pool**

If a catastrophic medical situation arises to the child or parent the employee may qualify for sick pool benefits. To qualify for the pool the condition must be catastrophic.

**Definition of Catastrophic**

A Catastrophic Illness or injury as defined by the Employees Retirement system is a severe condition or combination of conditions affectiving the mental or physical health of the employee or the employee’s immediate family that requires the services of a licensed practiciner for a prolonged period of time that forces the employee to exhaust all leave time earned by that employee and to lose compensation from the state for the employee.