

Emergency Services Personnel

National Disaster Medical System (NDMS)

An employee who has been called to training or active NDMS duty is entitled to leave with pay up to 15 days per federal fiscal year (October 1 – September 30) if they provide to Payroll orders or other proof of deployment.

The employee may also be eligible for emergency leave granted as differential pay after 15 days of deployment if they provide an earnings statement to Payroll showing the NDMS gross pay received for the period of time for which differential pay is requested. The combination of NDMS gross pay and differential pay may not exceed the employee's gross state pay.

Red Cross Volunteers

Certified disaster service volunteers of the American Red Cross, or employees training to become volunteers, may request up to 10 days emergency leave each fiscal year to participate in disaster relief services.

A list of volunteer names is coordinated with the Division of Emergency Management and the Governor's Office. To be eligible for leave, the American Red Cross must request volunteers and seek approval from the Governor's Office.

Volunteer Firefighters and Emergency Medical Services (EMS) Volunteers

An employee who is a volunteer firefighter or EMS volunteer may request a leave of absence with pay for training conducted by a state agency or institution of higher education for up to five working days per fiscal year.

A volunteer firefighter or EMS volunteer who is called away from work to respond to emergency situations may be granted leave with pay not to exceed 10 days each fiscal year to account for these absences. The employee may request leave through the Benefits section of Human Resources.

Reserve Law Enforcement Officers

An employee who is a reserve law enforcement officer is entitled to a leave of absence without a deduction in salary to attend training required under Section 1701.351, Occupations Code.

Leave without deduction in salary under this section may not exceed five working days every fiscal biennium.

Amateur Radio Operators

An employee who holds an amateur radio station license issued by the Federal Communications Commission may be granted leave not to exceed 10 days each fiscal year to participate in specialized disaster relief services if the leave is taken:

1. with the authorization of the employee's supervisor; and
2. with the approval of the governor.

The number of amateur radio operators who are eligible for leave does not exceed 350 state employees at any one time during a state fiscal year. The division of emergency management in the Governor's Office shall coordinate the establishment and maintenance of the list of eligible employees.

Request for Emergency Leave

Employees requesting to participate as Emergency Services Personnel must complete the Special Leave Request Form for Emergency Leave (70-275-E). If the employee is unable to complete the form, his/her supervisor may complete and submit the form on the employee's behalf.

Authority

Texas Government Code §§661.905, .907, .919, .922