

## UNIVERSITY RULE

### 31.03.99.Q1 Allowance For Deployment/Redeployment and Medical Travel Periods

Approved February 11, 2004

Revised August 27, 2004

Revised December 20, 2005

#### 1. GENERAL

##### 1.1. Deployment/Redeployment Allowance

1.1.1. A Texas A&M University at Qatar employee on annual leave or official business, who travels to and/or from destinations outside of Qatar and returns, may request a deployment or redeployment allowance in conjunction with their travel. Deployment and redeployment periods are not available for trips of short distances to countries surrounding or near Qatar. Deployment and redeployment periods are intended to support an employee who is en route to or returning from, remote destinations which require extensive travel time.

1.1.2. A single deployment or redeployment period shall not exceed five (5) working days. No more than ten (10) working days of allowance may be used in any employment period. A deployment allowance provides up to a five (5) working day period on the first leg of travel. A redeployment allowance provides up to a five (5) working day period on the second leg of travel. It is permissible to take one of the allowed periods without taking the other.

1.1.3. Medical Travel Allowance. A Texas A&M University at Qatar employee or their dependents who experience serious personal health issues may find it necessary to seek specialized treatment outside of Qatar. In such cases, the employee may be authorized up to five (5) working days paid medical travel allowance per episode to supplement regular sick leave.

#### 2. DEFINITIONS

2.1. For the purposes of deployment and redeployment allowances, travel is defined as to and/or from Qatar, and includes travel related to the initial travel to Qatar and final travel from Qatar, as well as annual leave periods and business travel outside Qatar.

2.2. A leg of travel is defined as transport to deliver a person from an initial point of travel to the desired end travel point regardless of the number of connections, or modes of travel, used between points.

- 2.3 An employment period is defined as the period from the time the employee is put on the TAMUQ budget to the end of the agreed upon employment or end of the first full year, whichever comes first. An employee will also be eligible for allowances based on subsequent extensions to the original employment period.
- 2.4 A serious personal health issue is defined as a non-routine, non-preventative care situation requiring immediate attention. Examples of this could be a life threatening illness or accident, a situation that precludes the individual from being able to carry out routine life functions, the need for major surgery or possibility of that need, the need for major diagnostic procedures or a situation that would lead to a permanent disability if left untreated.

### 3. APPROVAL

- 3.1 Deployment and Redeployment Allowances. An employee who chooses to use a deployment allowance will make a request in writing to their immediate supervisor. The request will specify the reason for the allowance and indicate the working days included in the allowance. The request will be routed through the employee's chain of command to the CEO and Dean of the Qatar Campus for approval. An original copy of the final approval will be maintained by the Texas A&M University at Qatar Support Office in College Station, Texas.
- 3.2 Medical Travel Period Allowance. An employee who chooses to use a medical travel allowance will make a request in writing to their immediate supervisor. The request will specify the reason for the allowance and indicate the working days included in the allowance. The request will also contain any medical documentation regarding the medical problem. The request will be routed through the employee's chain of command to the CEO and Dean of the Qatar campus for approval. A copy of the final approval will be filed in the employee's personnel file by the Texas A&M University at Qatar Support Office in College Station. Any medical documentation should be filed in a confidential file, separate from the employee's personnel file.

### 4. ACCOUNTING FOR MEDICAL LEAVE WITH PAY

- 4.1 The Texas A&M University at Qatar Human Resource Services Department will keep a record of medical travel allowances for each employee. Such records will include any physician's statements and the number of approved hours of medical travel allowances. Information regarding medical travel allowances will be maintained in separate confidential files and not be included in the employee's personnel folder.

### 5. FAMILY AND MEDICAL LEAVE

- 5.1 Under certain circumstances, an employee may take up to 12 weeks of leave during a fiscal year because of a serious health condition of the employee; or to

care for a child, spouse, or parent with a serious health condition. Family and medical leave runs concurrent with medical travel allowances. (For more information see [System Regulation 31.03.05, Family and Medical Leave.](#))

OFFICE OF RESPONSIBILITY: [Texas A&M University at Qatar Human Resources Services](#)