

## **Summary TAMUQ Local Leave Benefits July 2006**

### **Sick Leave**

Full-time employees earn eight hours of sick leave for each month or fraction of a month of employment. An eligible part-time employee earns sick leave based on the percentage of time worked. Sick leave credit is posted to each employee's leave record on the first day of employment and each succeeding month that the employee is actively at work.

Absences of more than three continuous days require a physician's statement indicating the cause or nature of the illness and the estimated recovery date, or some other written statement of the facts concerning the illness that is acceptable. Any unused accumulated sick leave is carried forward at the end of each fiscal year.

TAMUQ reserves the right to terminate the services of employees after twelve weeks of sick leave.

For work-related industrial accidents/injuries, the entire period of the illness/treatment will be at full pay.

### **Maternity Leave**

Female employees who have been employed for a complete year are entitled to maternity leave with full pay for a period of fifty calendar days. This leave will include the period before and after the delivery, provided the period following the delivery will not be less than thirty five calendar days. The employee must provide a medical certification issued by a licensed physician stating the probable date of delivery.

If the remaining period of the leave after delivery is less than thirty five calendar days, the employee may use vacation leave. If the employee's vacation leave is exhausted, the remaining period shall be leave without pay.

If the medical condition of the employee prevents her from returning to work after the expiration of leave cited above, the employee may remain on a leave without pay status for a period not to exceed sixty consecutive or interrupted days. A medical certification must be provided by a licensed physician.

### **New Child Care**

Female employees are entitled to one hour per day during normal working hours to attend to their children until the children reach the age of one year. The one hour is calculated as part of the employee's working hours.

### **Vacation Leave**

Full-time employees working for Texas A&M University at Qatar accrue vacation leave and may carry it forward from one contract year to the next in accordance with TAMUS System Regulation 31.03.01.

<b>Total Service</b>	<b>Hours Accrued per Month</b>	<b>Maximum Carryover</b>
<b>Less than 2 years</b>	<b>8</b>	<b>180</b>
<b>2 but less than 5 years</b>	<b>9</b>	<b>244</b>
<b>5 but less than 10 years</b>	<b>10</b>	<b>268</b>
<b>10 but less than 15 years</b>	<b>11</b>	<b>292</b>
<b>15 but less than 20 years</b>	<b>13</b>	<b>340</b>
<b>20 but less than 25 years</b>	<b>15</b>	<b>388</b>
<b>25 but less than 30 years</b>	<b>17</b>	<b>436</b>
<b>30 but less than 35 years</b>	<b>19</b>	<b>484</b>
<b>35 years or more</b>	<b>21</b>	<b>532</b>

An employee who resigns, is dismissed or leaves TAMUQ employment may elect to be paid in lump sum upon separation. If it is mutually agreeable to both the employee and employer, an employee may elect to remain on the payroll for the period of accrued vacation. An employee who remains on payroll will retain all benefits, but may not use sick leave or accrue sick or vacation leave.

#### **Holidays**

TAMUQ employees will receive 12 to 14 holidays each year. Holidays will be those approved by the TAMUQ holiday schedule.

#### **Compassionate Leave**

Emergency/compassionate leave may be granted to employees by their supervisors in cases of critical illness or death of the employee's father, mother, spouse or children for the period of up to five calendar days with pay within Qatar or up to 11 calendar days with pay outside of Qatar. These periods may also be granted at the discretion of the Dean and CEO in cases of death or critical illness of the employee's brother, sister or any blood relative deemed by the university to be of similar close relationship. A round trip economy class airfare ticket for the employee only may be granted at the discretion of the Dean and CEO, or designee. A request for compassionate leave and airfare twice for the same member or emergency issue within a six month period will be considered on an exception basis only by the Dean and CEO, or designee.

#### **Deployment/Redeployment**

TAMUQ employees on annual leave or official business, who travel to and/or from destinations outside of Qatar may request a deployment or redeployment allowance in conjunction with their travel as outlined in TAMUQ Rule 31.03.99.Q1.

A single deployment or redeployment period shall not exceed five working days. No more than ten working days may be used in any employment period.

#### **Pilgrim Leave**

All Muslim employees are entitled to a pilgrimage leave of 28 calendar days of which 20 are with pay. This benefit may be utilized only once during the employee's tenure of service.

**Marriage Leave**

Qatari national employees may take up to ten calendar days paid leave once during the tenure of service for their marriage.

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