

Personal Leave

Personal leaves are not job protected leaves and can only be requested when all applicable job protective leaves have been exhausted. A Personal Leave may not exceed forty-five (45) calendar days in a twelve (12) month period.

Texas Health may approve a personal leave of absence at its sole discretion. A request for a personal leave must be approved by your department manager and Human Resources. Approvals are based upon the business needs of the department at the time the leave is requested.