GUIDE TO ENTERING MILITARY TIME REPORTING CODES (TRC’s)

Medical and Mental Health Care Leave for Certain Veterans

VHC = Veteran’s Healthcare Leave

In accordance with Texas Government Code 661.924.

(a) This section applies to a state employee who is:

(1) A veteran, as defined by Section 434.023(a); and

(2) Eligible for health benefits under a program administered by the Veterans Health Administration of the United States Department of Veterans Affairs.

Under this leave policy Veteran employees may be granted up to 15 days of leave per fiscal year to obtain medical or mental health care administered by the Veterans Health Administration of the United States.

This leave applies only to VA visits and physical rehab. It does not apply when an employee calls out from work due to illness or injury.
Military Leave: 15 Days of Training

MIL = Military Leave

An employee who is called to active duty or authorized training as a member of state military forces or any of the reserve components of the United States Armed Forces is entitled to not more than fifteen working days in a federal fiscal year (October 1 through September 30). Employees who need to take leave must provide military orders to the Leave Administrator in the Office of Human Resources in order to receive credit of the 15-days of military. Once the leave is credited to the employee’s timesheet, the available leave will be visible on his/her timesheet:

<table>
<thead>
<tr>
<th>Plan Time</th>
<th>Recorded Balance</th>
<th>Minimum Allowed</th>
<th>Maximum Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comp Time</td>
<td>0.00</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Comp Time</td>
<td>120.00</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Military Leave Balance is 120 hours (15 days)

Employees will enter military leave via the Time Reporting codes (TRC’s) on their online Galaxy timesheet, please refer to the screenshot below:

Non-exempt employees will not enter in-and-out time, only the number of military hours taken should be entered in the quantity box.

Military Leave Reporting

In accordance with Texas Government Code, Section 437.202 (f):

- By accessing their Galaxy on-line timesheet employees will have access to the number of workdays for which the officer or employee claimed paid military leave in that fiscal year; and
• The net balance of unused accumulated leave for that fiscal year that the officer or employee is entitled to carry forward to the next fiscal year; and

• The net balance of all unused accumulated leave under this section to which the officer or employee is entitled.

Employees must report leave taken for military training in their Galaxy on-line timesheet. The net balance of the unused accumulated leave may not exceed 45-work days.