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The purpose of this Texas Tech University Health Sciences Center (HSC) Operating Policy and Procedure (HSC OP) is to establish policies for all forms of leave available to all University employees.

This HSC OP will be reviewed in December of each odd-numbered year by the Associate Vice President for Human Resources, with recommended revisions forwarded to the Executive Vice President for Finance and Operations by February 15<sup>th</sup>.

Employee leave is governed by Texas Tech University System Regulation 07.12, available [here](#).

Consistent with TTUHSC's Values-based Culture, employee conduct, performance, and work standards include adherence to TTUHSC's adopted core values, which can be found [here](#).