



Office of the Deputy Chancellor & Chief Financial Officer
THE TEXAS A&M UNIVERSITY SYSTEM

April 8, 2020

Dear Presidents and CEO's

The System Office has received questions regarding the requirement whereby an employee must take emergency leave (death of a family member) within 30 days from the date of death. Given the impact on funeral and celebration of life events as a result of the COVID-19 pandemic, the Chancellor has approved the waiver of the 30 day requirement prescribed in section 2.1 of A&M System Regulation [31.03.03](#) through December 31, 2020.

I ask that you take into consideration the approval of such leave that is beyond the 30 days of the date of death.

I appreciate all your help ensuring the impact of this pandemic is as minimal as possible on all A&M System employees.

Billy Hamilton
Deputy Chancellor and Chief Financial Officer

cc: Human Resources Officers