

Extended Leave Policy for Monthly Parking

If you will not need parking for the entire first (1st-15th) or second half (16th-31st) of any month you are entitled to request a refund in advance *before* your absence. Any refund request done after or during your absence will be denied.

What do I need to do? Two (2) days prior to your absence complete the letter below and email it to HYPERLINK "mailto:parking@uth.tmc.edu" parking@uth.tmc.edu. You will also need to complete the refund request form and take it to the Parking Office. This form can be found at [this link](#).

Dear Parking Services,

I, (your name) , will not need my parking from (date) to (date) . My last day working will be (date) . I will return to work on (date) . Please issue me the appropriate refund.

Sincerely,

(your name)

What will Parking Services do? We will reply to your email confirming we received it and we will process a refund request for you so long as your request meets our criteria. We will turn off your access card for the dates you have requested and reactivate it upon your return. We will contact you when your refund is ready for pick-up.

What will Parking Services not do? We will not stop your payroll deductions (that is why we issue a refund instead). We will not issue you a refund if you request it during or after your absence.

Note Please realize that we prorate by the ½ month. We do not prorate by the day. In regards to refunds, for example, if you will be gone from the 15th-31st and you need your parking access on the 15th you will not be eligible for any refund since you used your parking prior to the 16th. Please see our Prorating Policy below for more detail.

Prorating Policy for Monthly Parking

Parking Services prorates by the ½ month. This means:

If you *start* on the 16th or later you will be required to pay ½ a month.

If you *start* on the 15th or earlier you will be required to pay for the entire month.

If you *cancel* on the 15th or earlier you will be required to pay ½ a month.

If you *cancel* on the 16th or later you will be required to pay for the entire month.