

# Texas Business Today

Chairman Joe Esparza  
Commissioner Representing Employers

October 2025

Texas Employers,

Welcome to the October issue of *Texas Business Today*!

I'm excited to share with you my recent appointment as Chairman of the Texas Workforce Commission. I am deeply grateful to Governor Abbott for the opportunity to serve as Chairman of this incredibly skilled and mission-focused agency. I look forward to leading the TWC and working with Commissioners Connett and Treviño to ensure Texas continues to attract employers on a global scale with our dynamic business climate, skilled workforce, and strong community partnerships.

This October, TWC is honored to celebrate National Disability Employment Awareness Month as a symbol of independence and inclusivity for Texans with disabilities.

Many of Texas' most successful employers proudly make disability inclusion a priority in the workplace, and we want to encourage all businesses to leverage this talent pipeline. Through initiatives like Texas HireAbility and We Hire Ability, TWC celebrates the accomplishments of people with disabilities and remains committed to providing pathways for people with disabilities to enjoy meaningful employment.

As Chairman of TWC, I'm committed to supporting policies, programs, and initiatives to ensure all Texans have pathways to economic prosperity. Doing so not

only strengthens our workforce system, but also Texas' reputation as the best state for doing business.

I look forward to continuing my travels and meeting small, medium, and large employers across the state.

- Chairman Joe Esparza

A handwritten signature in black ink, appearing to read 'Joe Esparza'.

**Joe Esparza**  
**Commissioner Representing Employers**  
**Texas Workforce Commission**

## Texas Business Minute



[Click here to watch the video](#)



# Help Fight Fraud

*A Quick Response to UI Claims Protects Your Business*

When an individual files an unemployment insurance (UI) claim, the Texas Workforce Commission (TWC) notifies the employer. We need you to respond to these notices quickly to help us prevent fraud. This protects your business.

## Response Time Matters



You have 14 days to respond to a UI claim notice, but responding within 48 hours helps us catch fraud fast.

Follow the instructions on the UI claim notice with four ways to respond:

- Online
- Phone
- Mail
- Fax



Online



Phone



Mail



Fax

## Step 1: Respond to the UI Claim

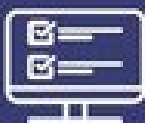
## Protect Your Business



- Save money; avoid unwarranted charges.
- Ensure accurate UI benefit information for decisions.
- Don't miss the 14-day deadline or you may lose the right to appeal the claim decision.

## Step 2: Report Fraud

If the applicant is still working for you and did not file, or never worked for you, notify at [UI Fraud Submission](#). Then respond to the claim at [Employer Response](#).



## Resources

- For more information, visit [Employer Notices](#).
- Sign up to receive notices at [Employer Benefit Services](#).

Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. Relay Texas: 800-735-2989 (TTY) and 711 (Voice). [twc.texas.gov](http://twc.texas.gov)



## **Vacation and Leave Policies**

**By: Mario Hernandez**

*Senior Legal Counsel to Chairman Joe Esparza*

Vacation and time off from work are benefits that many employers provide at the workplace. These benefits serve to attract future employees and keep current employees happy. These policies can be beneficial to an employer's working environment, so it is helpful to be familiar with important details associated with them. Also please note that the terms employer and employers in this article refer to those in the private-sector.

### **Vacation Time**

Vacation leave is probably one of the most recognized forms of time off from work. However, it is not mandatory for an employer to provide vacation leave or have a vacation policy. If an employer does have a vacation leave policy, the employer has wide latitude regarding the structure of its policy. For example:

An Employer Can:

- Put a cap on how many vacation days are accrued
- Set rules on how vacation leave will accrue
- Set rules on what categories of employees accrue vacation (i.e. full-time, part-time, temporary)
- Set rules on how much vacation leave will rollover to the next year
- Set rules on how long an employee needs to work at the company before accruing vacation leave
- Decide whether vacation leave will be paid or unpaid

The above is not an exhaustive list of things an employer can define in its vacation policy, but it is an illustration of the flexibility employers have with vacation leave policies.

## **Sick Leave**

Sick leave is another common form of time off from work. Paid sick leave is not mandatory, but some amount of approved, job-protected, unpaid leave could be required by covered employers pursuant to laws such as the Americans with Disabilities Act (ADA), the Pregnant Workers Fairness Act (PWFA), and the Family and Medical Leave Act (FMLA). If an employer provides paid sick leave, such paid leave can be regulated per the employer's sick leave policy. For information on how many employees an employer needs to have to be covered by certain laws, please visit the following link: [https://efte.twc.texas.gov/thresholds\\_for\\_coverage.html](https://efte.twc.texas.gov/thresholds_for_coverage.html).

# TEXAS EMPLOYER HOTLINE

## 1-800-832-9394

Hiring Issues · Medical Leave-Related Laws · Personnel Policies and Handbooks · Independent Contractors and Unemployment Tax Issues · The Unemployment Claims and Appeals Process · Texas and Federal Wage and Hour Laws



**Employer Hotline Hours: M-F, 8am-5pm**  
*Information provided by employment law attorneys in the Office of the Commissioner Representing Employers at the Texas Workforce Commission*

## **Texas Business Today is provided to employers free of charge**

Texas Business Today is a monthly update devoted to a variety of topics of interest to Texas employers. The views and analyses presented herein do not necessarily represent the policies or the endorsement of the Texas Workforce Commission. Articles containing legal analyses or opinions are intended only as a discussion and overview of the topics presented. Such articles are not intended to be comprehensive legal analyses of every aspect of the topics discussed. Due to the general nature of the discussions provided, this information may not apply in each

and every fact situation and should not be acted upon without specific legal advice based on the facts in a particular case.

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**Connect with the Office of the Commissioner Representing Employers**

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