ANNUAL VACATION LEAVE

A. Purpose

The purpose of this policy is to explain employees' accrual and use of annual vacation leave.

B. Persons Affected

This policy applies to all regular staff employees of The University of Texas-Pan American.

C. Policy

The policy of the University is to provide paid annual vacation leave to eligible employees in accordance with State law.

D. Definitions

1. *Regular Staff Employee*. A non-faculty employee employed to work at least 20 hours per week for at least four and one-half (4½) months. A person is not a regular staff employee if employed in a position that requires him/her to be a student as a condition of employment.

2. *Service*. Actual days, months, and years of service with the University or other State of Texas agencies or institutions of higher education, but excluding employment at other state agencies or institutions of higher education that is concurrent with employment at the University. Each month an employee is on active payroll counts as one month of state service, regardless of the number of hours worked in that month.

3. *Total accumulated annual vacation leave*.

   a. For an eligible staff employee who on the date of separation from the University (or death) is normally scheduled to work at least 40 hours a week: equals the employee's accrued annual vacation leave hours as of the date he/she separates or dies, plus eight hours for each state or national holiday that is scheduled to fall within the period after the employee's date of separation or death during which the employee could have used the accrued annual vacation leave hours. To determine when the time could have been used and the number of state or national holidays, the employee's annual vacation leave is allocated over the workdays after the employee separates or dies and eight hours are added if a state or national holiday occurs during the period.

b. For an eligible employee who on the date of separation from the University (or death) is normally scheduled to work less than 40 hours a week: equals the employee's accrued annual vacation leave hours as of the date he/she separates or dies, plus the state/national holiday hours described above proportionally reduced according to the employee's respective FTE percentage.

c. For an eligible employee who moves to a position in a Texas state agency that does not accrue annual vacation leave: equals only the employee's accrued annual vacation leave hours as of the date he/she separates from the University.

E. Responsibilities

1. The employee is responsible for:

   a. requesting annual vacation leave in advance;

   b. reporting annual vacation leave appropriately on timecards;

   c. submitting timecards by published due dates; and

   d. reporting discrepancies in accrued annual vacation leave to his/her supervisor for validation against timecards previously submitted and approved.

2. The supervisor is responsible for:

   a. reviewing and, if appropriate, approving annual vacation leave requests;

   b. maintaining accurate records of employees' use of annual vacation leave;

   c. coordinating leave schedules within his/her department to maintain the proper balance between employees' preferred uses of leave and the operational needs of the University;

   d. verifying monthly timecards for accuracy;

   e. submitting/approving monthly timecards by the respective due dates; and

   f. reporting any accrued annual vacation leave discrepancies to the Payroll Office.

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F. Procedures

1. Accrual and Carry-Forward

a. Regular staff employees who work full-time accrue annual vacation leave beginning on the first day of employment in accordance with the schedule below. Regular staff employees who work part-time accrue annual vacation leave in an amount proportionate to their respective FTE percentages.

Years of Total State Employment	Hours Accrued Per Month or Fraction of a Month of Employment	Maximum Hours That Can Be Carried Forward From One Fiscal Year to the Next
Less than 2	8	180
at least 2 but less than 5	9	244
at least 5 but less than 10	10	268
at least 10 but less than 15	11	292
at least 15 but less than 20	13	340
at least 20 but less than 25	15	388
at least 25 but less than 30	17	436
at least 30 but less than 35	19	484
at least 35 or more	21	532

b. On September 1 of each year, any unused annual vacation leave hours that exceed an employee's maximum carry-forward amount will be credited to the employee's sick leave balance. These excess hours may not be carried forward as annual vacation leave.

c. If an employee's State employment anniversary date occurs on the first calendar day of a month, the employee begins to accrue annual vacation leave at a higher rate in accordance with subsection F.1.a. on the first calendar day of the appropriate month. Otherwise, the employee begins to accrue annual vacation leave at the higher rate on the first calendar day of the month following the anniversary date. For the purposes of this policy, an employee who begins working on the first workday of a month in a position that accrues annual vacation leave is considered to have begun working on the first calendar day of the month.

d. If an employee is on unpaid leave on the first workday of the month, he/she may not take annual vacation leave accrued for that month until he/she returns to work.

e. An employee who is on unpaid leave for a full calendar month does not accrue annual vacation leave for that month.

f. An employee called to active duty during a national emergency to serve in a reserve component of the United States armed forces is entitled to an unpaid leave of absence. An employee on such a leave of absence continues to accrue annual vacation leave during the absence. The annual vacation leave that accrues during this unpaid leave of absence will be credited to the employee's balance when the employee returns to work.

2. Access to Accrual Balances

Employees may access their annual vacation leave balance via the EiS Self-service Time/Vacation/Sick Leave Balances tab.

3. Scheduling/Granting Annual Vacation Leave

a. An employee may not take annual vacation leave until he/she has completed six months of continuous employment with the state. A new employee who at the time of hire had completed at least six months of continuous state employment may be granted annual vacation leave any time after he/she is employed by the University.

b. Employees may designate when they prefer to take annual vacation leave. The supervisor should grant leave requests when practicable, with the understanding that efficient operation of the University's business is the first and controlling consideration. Supervisors are responsible for coordinating the annual vacation leave of employees within their respective departments to maintain the proper balance between employees' preferred uses of leave and the operational needs of the University. If employees' annual vacation leave requests within a department are in conflict, the supervisor should resolve the conflict with a preference for requests lodged by the employee with greater seniority within the University.

c. Appointments of faculty members to regular staff employee positions that are eligible to accrue annual vacation leave should be set up so that any annual vacation leave accrued in the regular staff employee position is taken during the term of that

appointment. If it is not practical to do this, any unused annual vacation leave remaining after the faculty member's staff appointment expires shall be treated according to subsection F.4.b. of this policy.

4. Intra-University and Interagency Transfers of Annual Vacation Leave

   a. If an employee transfers from one department of the University to another, the employee retains his/her annual vacation leave balance.

   b. An employee who moves from a position in the University that accrues annual vacation leave to a position in the University that does not accrue annual vacation leave will be paid for accrued vacation leave hours. The vacation leave hours will be paid at the rate of pay for the vacation leave-eligible position. Neither hazardous duty pay nor longevity pay will be included in the payment.

   c. An employee who transfers to the University from another Texas state agency without a break in service can request that his/her accrued annual vacation leave balance be transferred to the University. The University will accept the employee's annual vacation leave balance. Correspondingly, a University employee who transfers to another Texas state agency without a break in service will have his/her accrued annual vacation leave balance transferred to that agency by the University.

5. Employee Separations

   a. An employee who has, at any time in his/her lifetime, completed six months of continuous employment with the state is entitled to be paid for his/her total accumulated annual vacation leave balance as of the date he/she separates, resigns or is dismissed from employment with the University. A lump sum payment to such an employee will be based on the employee's rate of pay at the time of separation, multiplied by the employee's total accumulated annual vacation leave hours. Neither hazardous duty pay nor longevity pay is included in the lump sum payment. The lump sum payment will be paid from the account under which the employee was last employed unless the divisional head approves payment from another source.

   b. At the department's discretion, an employee separating from the University may be allowed to remain on the payroll after the last workday to exhaust his/her accrued annual vacation leave. During this period, the employee may not use sick leave or accrue sick leave or annual vacation leave, but is entitled to a general salary increase

for state employees, if one takes effect before his/her accrued annual vacation leave is exhausted. Moreover, during this period, the employee is entitled to receive all compensation and benefits that he/she was receiving on his/her last day of duty, including paid holidays, longevity pay, and hazardous duty pay.

c. If an employee dies with an accrued annual leave balance and had, at any time in his/her lifetime, completed six months of continuous employment with the state, the University will pay his/her estate for his/her total accumulated annual vacation leave hours. A lump sum payment to the estate will be based on the employee's rate of pay at the time of death, multiplied by the employee's total accumulated annual vacation leave hours. Neither hazardous duty pay nor longevity pay is included in the lump sum payment. The lump sum payment will be paid from the account under which the employee was last employed unless the divisional head approves payment from another source.

6. Reporting Annual Vacation Leave

Annual vacation leave taken must be reported on the employee's monthly timecard.

G. Review

The Divisional Head for this policy is the Vice President for Business Affairs and this policy shall be reviewed every five years, or sooner if necessary, by the following stakeholders:

1. Assistant Vice President for Business Affairs/Director of Human Resources
2. Director of Payroll and Tax Compliance
3. Staff Senate Chair