



SUB-TOPIC  
ANNUAL LEAVE (VACATION LEAVE)

**A. Policy**

The University of Texas at Dallas provides paid annual leave to eligible employees in accordance with state law.

**B. Scope**

This benefit is available to employees appointed to work at least twenty (20) hours per week for a period of at least four and one-half (4 ½) months. The benefit is not available to faculty members appointed for less than 12 months, nor is it available to students employed in positions that require student status as a condition of employment.

**C. Accrual and Credit**

1. Accrual. Employees will accrue annual leave for each month or fraction of a month of employment based on total state service credit. Part-time employees will accrue annual leave on a percentage basis for the time appointed. Annual leave is accrued according to the schedule approved by the legislature, which appears below:

Employees with total state service credit of:	Hours accrued per month	Maximum carryover hours to next fiscal year for <i>full-time</i> employees
Less than 2 years	8	180
At least 2 years but less than 5	9	244
At least 5 years but less than 10	10	268
At least 10 years but less than 15	11	292
At least 15 years but less than 20	13	340
At least 20 years but less than 25	15	388
At least 25 years but less than 30	17	436
At least 30 years but less than 35	19	484
At least 35 years or more	21	532

Employees must have six (6) months of continuous state employment before they can use accrued annual leave. Leave without pay status is not included in the calculation of continuous service.

2. Credit. Credit for accrual will be given and posted to an employee's leave record on the first day of employment and on the first work day of each succeeding month of employment. If an employee is on paid leave on the first day of the month, the annual leave will be credited for that month but will not be available for use until after the employee returns to work.



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**Definitions:**

**Duty day** means an employee's last physical day on the job prior to separation from employment.

**State service credit** is earned for the actual days, months, and years of service with the University or other State of Texas agencies or higher education institutions, as long as employment at the other state agency or institution is not concurrent with employment at the University. Each month an employee is on active payroll counts as one (1) month of state service credit, regardless of the number of hours worked in a month.

Only the actual days worked during those partial months at the beginning and ending of employment count as state service credit. Each thirty (30) days of employment converts into one (1) month of state service credit.

3. **Nonaccrual.** Employees do not accrue annual leave for any full calendar month in which the employee is on leave without pay. Employees called to active duty during a national emergency by a reserve branch of the U.S. Armed Forces of the United States do not accrue annual leave during such service, but do accrue state service credit. (See the Military Leave Policy.)

**D. Limitations on Use**

1. **Outside Employment.** While on annual leave, an employee may not be employed elsewhere unless the requirements and approvals for outside employment have been met. (See the Outside Employment Policy.)

2. **Quarter Hour Increments.** An employee who uses annual leave in an amount less than a full hour shall be charged for such leave to the closest quarter hour in fifteen (15) minute increments.

3. **Use and Exhaustion.** Annual leave may not be used before it is accrued. When an employee exhausts all appropriate and available leave, the employee is to be placed on leave without pay.

4. **Illness or Injury During Annual Leave.** An employee who becomes ill or is injured while on approved annual leave will be allowed to use accrued sick leave to cover the illness or injury. The employee should request their supervisor to change the actual time they were incapacitated due to illness or injury from annual leave to sick leave. The supervisor, after checking with the Office of Human Resources, may require appropriate medical certification of the illness or injury before making the change.

5. **University Closure During Annual Leave.** An employee who is on a prior approved annual leave during a period that the University closes due to an emergency, shall have those annual leave hours covering the period of the closure changed to emergency leave. (See the Emergency Leave Policy.)

6. **Coordination with Other Leave.** Employees who are eligible to earn and use compensatory time are encouraged to use accrued and available compensatory time before using accrued annual leave. (See Compensatory Time Policy.) A department head can require employees to charge leave time to any accrued and available compensatory time rather than accrued annual leave.



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### E. Notification Requirements

1. Advance Notice. When foreseeable, employees shall give at least thirty (30) calendar days advance notice to their supervisor of their request to use annual leave.
2. Advance Notice Not Possible. When advance notice is not possible, notice by the employee should be provided to their supervisor as soon as practicable.
3. Written/Verbal Notice. Written notice, to include notice by email, of the request to use annual leave is recommended when possible; however, employees may provide verbal notice of the request for the leave when written notice is not practical.

### F. Concurrent Use of Other Paid Leave

Employees are required to use accrued and available annual leave concurrent with Family and Medical Leave and/or Parental Leave. (See Family and Medical Leave or Parental Leave Policies.) Employees may use annual leave in conjunction with unpaid Military Leave. (See Military Leave Policy.)

### G. Allowable Carryover Hours

Unused annual leave carries forward into the next fiscal year. However, the number of hours carried forward cannot exceed the limits set by the legislature for a full-time employee. Annual leave hours in excess of the set limits at the end of the fiscal year (August 31) transfer to the employee's sick leave balance. Regular employees who work less than forty (40) hours per week carry unused annual leave hours forward in proportion to their appointment.

### H. Loss of Eligibility Due to Change in Status

If the employee's appointment changes to less than twenty (20) hours per week **before** completing six (6) months continuous, benefits eligible, state employment, the annual leave accrual is frozen.

If the employee's appointment changes to less than twenty (20) hours per week **after** six (6) months of continuous, benefits eligible, state employment, the accrued annual leave is frozen. No further annual leave will accrue and none of the existing annual leave balance may be used. If the employee's appointment returns to twenty (20) hours or more per week, the annual leave balance will be restored and may be used immediately.

### I. Employee Transfers With No Break in Service

1. Transfers Within the University. Accrued annual leave balances for employees transferring with no break in service within the University are automatically transferred to the new department.
2. Transfers to the University. Employees transferring with no break in service to the University from another State of Texas agency or higher education institution can request that their accrued annual leave be transferred to the University.



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3. Transfers to Another State of Texas Agency or Higher Education Institution. University employees transferring with no break in service to another State of Texas agency or higher education institution can request that their accrued annual leave be transferred to the new workplace.

If the employee has six (6) months of continuous, benefits eligible, state employment prior to any of the above transfers, the annual leave accrued is available for use with appropriate approval.

**J. Employee Separations**

1. Lump Sum Payment. An employee who separates from the University through resignation or termination is entitled to a lump sum payment for accrued and unused annual leave when:

- The employee has six (6) months of continuous, benefits eligible, state employment prior to separation and
- The lump sum payment is processed as of the date of separation in accordance with state law. The payment is based on the employee's rate of pay at the time of separation. Neither hazardous duty pay nor longevity pay is included in computing the amount of the lump sum payment.

2. Continued Payroll Status. At the department's discretion, an employee separating from the University may be allowed to remain on the payroll after the last workday to use annual leave in lieu of a lump sum payment.

3. Separation before Six (6) Months. If an employee separates from the University before completing six (6) months of continuous, benefits eligible, state employment, annual leave accrual is lost.

**K. Payment to an Estate**

A deceased employee's estate is entitled to payment for unused annual leave if the employee had at least six (6) months of continuous state employment at the time of death. The payment is based upon the employee's rate of pay at the time of death.

If the employee's accrued annual leave was not available for use at the time of death because the employee's appointment had reduced to less than twenty (20) hours per week, the payment is based on the rate of pay at the time the employee last accrued annual leave. (See Loss of Eligibility Due to Change in Status above.)

**L. Employee Responsibilities**

The employee shall provide appropriate notice to the supervisor of the request to use annual leave. The employee shall promptly and accurately record the use of leave. The employee will check monthly leave balance reports in a timely manner and promptly report discrepancies to their supervisor.



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**M. Supervisor and Department Responsibilities**

The supervisor must review the employee's request based on university and departmental guidelines and staffing requirements, and approve or disapprove within 5 working days of receipt of the request. Employee time reports should be verified for accuracy and signed. The department shall maintain records of annual leave.

**N. Delegation of Authority**

Authority is hereby delegated to the department head or designee to approve use of leave.

**For More Information**, contact the Office of Human Resources.