



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

**DATE ISSUE
6/1/98**

**REVISION
4**

**PAGE
D6-180.0**

SUBJECT

LEAVES OF ABSENCE

SUB-TOPIC

VACATION LEAVE

ENTITLEMENT: Except for faculty members appointed for less than twelve (12) months, and those appointed to positions which require student status, every regular employee, salaried or hourly, will be granted paid vacation according to total years of service with the State. Each September, Human Resources issues a "vacation" memo indicating the number of hours an employee accrues monthly based on the number of years of service.

A regular employee earns vacation entitlement beginning with the first day of employment with the State and ending on the last day of duty. "Regular" is defined as an appointment for at least twenty (20) hours per week for a period of at least four and one-half (4 1/2) months. Those regular employees appointed for less than 100% time will earn vacation on a percentage basis for the time appointed.

Credit for one month's accrual will be given for each month or fraction of a month of employment. Time taken during which any employee is excused from work because of holidays or paid sick leave will not be charged against any accrued vacation. The employee's time and effort report (time sheet) shall reflect all vacation hours taken.

RESTRICTIONS: Hourly credit is accrued based (prorata) on the time actually worked. No vacation pay is earned while an employee is in an ineligible status (any leave without pay, etc.). Overtime is not calculated in vacation accrual. Vacation pay is granted after continuous employment with the State for six (6) months, although credit is accrued during that period. (NOTE: A new-to-UTD employee who has previously served at least six months with a state agency is not required to wait six months before taking vacation time at UTD.)

EXCEPTIONS: Advancement of vacation leave before an employee has earned it is not permissible at UTD. In those rare instances where an exception must be made, written approval of the appropriate Dean or Vice President is required.



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

**DATE ISSUE
2/24/00**

**REVISION
6**

**PAGE
D6-180.0.1**

SUBJECT

LEAVES OF ABSENCE

SUB-TOPIC

VACATION LEAVE, Continued

TRANSFER: If an employee transfers without service interruption from one state agency to another, he/she is entitled to credit for accumulated unused vacation leave, which will be transferred.

1. Transferring from UTD: An employee, who transfers from UTD to another state agency, should verify that the current state employer has received confirmation of any unused sick leave from UTD Human Resources.
2. Transferring to UTD: The incoming employee must provide Human Resources with a written record from the previous state employer regarding accrued leave in order to be credited with such leave.

WHEN VACATION IS TO BE TAKEN: Employees who meet the above mentioned criteria are encouraged to take vacation in the fiscal year it is earned. If, however, it is necessary for an employee to carry forward vacation accrual, total accumulated leave carried forward from one fiscal year to the next may not exceed the maximum number of hours noted above under "Entitlement." Vacation hours in excess of the maximum carryover allowed on each August 31st are credited to the employee's sick leave balance.

SEPARATION: A University employee who resigns, is dismissed, or separates from University employment shall be entitled to be paid a "lump-sum" for all vacation leave he/she has duly accrued, provided the employee has had continuous employment with the State for six (6) months. Payment is calculated at the rate of compensation being paid the employee at the time of separation. Lump-sum vacation pay is paid as though the employee actually worked that time (i.e., credited for any holiday that falls within the period after the date of separation and the last date of the period in which the employee would have used the time had the employee remained on the payroll). Extension on the payroll to expend vacation leave entitlement in lieu of a lump-sum payment may be granted only under exceptional circumstances, at the request of the employee and cannot be carried into the next fiscal year. (NOTE: Additional leave is not earned by the employee receiving vacation pay on payroll extension.)



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

**DATE ISSUE
6/1/98**

**REVISION
3**

**PAGE
D6-180.0.2**

SUBJECT

LEAVES OF ABSENCE

SUB-TOPIC

VACATION LEAVE, Continued

Upon separation, any unearned vacation advanced and taken by an employee shall be deducted from the employee's final paycheck on the basis of one working day for each unearned vacation day taken.

A "separation" involves one or more of the following occurrences:

1. One or more workdays separate the UTD employment from another state agency or institution.
2. Employee moves from a position in UTD that accrues vacation time to a position also with UTD that does not accrue vacation time, if UTD agrees to pay the employee for the accrued vacation balance and doing so is deemed to be in the best interests of UTD.
3. Employee moves from a UTD accruing position to another state agency or institution that does not credit the employee for the balance.
4. Employee holds two or more positions and separates from one that accrues vacation time.

DEATH OF EMPLOYEE: If an employee dies and has accrued vacation leave after six (6) months of continuous employment with the State, his/her estate will be paid for all of the employee's accumulated unused vacation leave. The payment shall be calculated at the rate of compensation being paid the employee at the time of his/her death.