



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

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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.