

The University of North Texas at Dallas Policy Manual	Chapter 5.000
5.017.4 Vacation Leave	Human Resources

Policy Statement. The University of North Texas at Dallas provides paid vacation leave in accordance with state law.

Application of Policy. This policy applies to all regular staff members.

Definitions.

1. **Regular Staff Member.** “Regular Staff Member” means an employee who is employed for at least 20 hours or more each week on a regular basis for a period of at least 4½ continuous months or more.
2. **Duty Day.** “Duty Day” means an employee’s last physical day on the job prior to separation from employment.
3. **State Service.** “State Service” means all eligible service to the State of Texas, including part-time, faculty, or legislative service; does not need to be continuous. Service for an institution of higher education in a capacity that requires the employee to be a student as a condition of employment is considered state service. Service in a public independent school system or in a public junior college is not considered state service.

Procedures and Responsibilities.

1. **Vacation Leave Accrual and Credit.**

- 1.01. Vacation leave accrues from the first day of employment and terminates on the last day. Hours accrued will be posted on the first day of employment and the first day of each month thereafter.
- 1.02. Regular employees earn vacation entitlement at the percentage of time employed times the applicable “hours accrued per month” for each month or fraction of a month of paid employment, as shown on the schedule below. Credit for the higher rate of accrual as shown on the chart below shall be given on the first calendar day of the month if the employee’s anniversary date falls on the first calendar day of the month; otherwise the increase will occur on the first calendar day of the following month.

Employees with Total State Employment of	Hours Accrued Per Month	Maximum Carryover Hours to Next Fiscal Year
0-24 months	8	180 hours
25-60 months	9	244 hours
61-120 months	10	268 hours
121-180 months	11	292 hours
181-240 months	13	340 hours
241-300 months	15	388 hours
301-360 months	17	436 hours
361-420 months	19	484 hours
421 months or more	21	532 hours

- 1.03. Vacation leave will continue to accrue during periods when the employee is on an approved leave with pay. If the employee is on any type of paid leave that extends into a subsequent month(s), any vacation leave accrued for such month(s) will not be posted and may not be used until the date he or she returns to duty. If an employee does not return to work following a paid leave, the employee is not entitled to accrue vacation during the leave.
- 1.04. Vacation leave entitlements will be credited to an individual for time in a leave without pay status if the employee has any fraction of paid employment that month.
- 1.05. Employees who return to state employment following an extended military leave of absence without pay are entitled to have their time on active duty credited toward total state employment for vacation leave earning purposes. However, such individuals do not accrue vacation leave while on active duty and not in the employment of the state.
- 1.06. A state employee who retired from state employment on or after June 1, 2006, and who receives an annuity from a public retirement system shall accrue vacation leave based only on the length of state employment after the date he or she retired.

Responsible Party: Human Resources

2. **Maximum Accrual.** An employee may carry forward from one fiscal year to the next fiscal year an amount not to exceed the applicable maximum rate as cited in the table following Section 1.02 of this policy. The maximum carryover for part-

time employees will be proportional to the amount of hours of their regular schedule. All hours of unused accumulated vacation leave that may not be carried forward at the end of a fiscal year by operation of this subsection will be credited to the employee's sick leave balance as of the first day of the next fiscal year.

Responsible Party: Human Resources

3. **Use of Accrued Vacation Leave.** Employees may take vacation leave after six continuous months of state service. Vacation leave taken must be recorded in hours. When charging for time less than an hour, vacation leave must be rounded off to tenths of an hour. In computing vacation time taken, holidays falling during an individual's vacation period will not be charged against vacation leave. Illness occurring during a vacation period may be charged against sick leave and will not be charged against vacation leave if the staff member presents a licensed medical practitioner's statement or other acceptable verification.

Responsible Party: Human Resources and Employee

4. **Vacation Leave Approval.** Vacation leave must be requested in advance and approved by the designated department official. An employee may not take vacation leave in excess of his or her accrued vacation balance.

Responsible Party: Employee and Department Official

5. **Transfers.** An employee who transfers to the University from another State of Texas agency will be given credit by the University for any unused balance of accumulated vacation leave, provided there is no interruption of service. This provision also applies to individuals transferring to and from grant accounts.

Responsible Party: Human Resources

6. **Status Change.** An eligible employee whose status changes to a position not eligible for vacation leave entitlement shall be paid for his or her accrued vacation leave or shall expend accrued vacation entitlement prior to changing status.

Responsible Party: Employee and Human Resources

7. **Reemployment.** An employee who separates from state employment for any reason and who, following a break in service, returns to any state employment within the same calendar month in which separated, shall not upon return be entitled to earn any additional vacation leave for that month in which vacation leave was already earned. An employee shall have his or her previous unused vacation restored if reemployed by the state to a vacation eligible position at the University within a period of 30 calendar days from the date of separation from a state agency other than an institution of higher education. An employee shall have his or her previous unused vacation restored if reemployed by the state to a vacation eligible position at the University as a direct transfer from another state institution of higher education.

Responsible Party: Human Resources

8. **Termination.** An employee who separates from the University is entitled to be paid for all vacation leave accrued as of his or her last day of duty, provided that he or she has not been employed by another state agency within 30 days and his or her new position accrues vacation. Employees who separate during their first continuous six months of state service will not be paid for accrued vacation.

Responsible Party: Human Resources

References and Cross-references:

Attorney General Opinion Nos. JM-407, WW-1443, M-707, H-684, H-941

State Auditor's Office Memorandum to File – Personnel Laws and Policies Affecting Classified Employees, Vacation Leave Section, October 21, 1985

Texas Government Code, § 661

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