Vacation Leave

Purpose

To provide eligible employees paid leave benefits for time off from work.

Policy

This policy provides process of requesting paid vacation as an eligible employee of The University of Texas at El Paso. The Handbook of Operating Procedures, Section V, Chapter 14. Vacation leave taken without prior written approval of the appropriate departmental supervisory official will not be paid and will be construed and recorded as an "Unexcused Absence." Vacation leave may be carried forward to the next fiscal year to the extent permitted by State law. Vacation time accrued over the maximum amount allowed will be automatically transferred to sick leave balances at the end of each fiscal year.

Procedures

In the event an employee wishes to request vacation time:

1. The request to take vacation must be made in advance in writing to your immediate supervisor on the appropriate University Leave Request form.
2. Your supervisors shall review the request, verify eligibility, assess departmental needs, and approve or disapprove the request.

Vacation leave taken without prior written approval of the appropriate departmental supervisory official will not be paid and will be construed and recorded as an "Unexcused Absence."

Vacation leave may be carried forward to the next fiscal year to the extent permitted by State law. Vacation time accrued over the maximum amount allowed will be automatically transferred to sick leave balances at the end of each fiscal year.

Information regarding state service transfers and vacation separation benefits is available through HRS.

Applicability

All staff employees appointed for minimum of twenty (20) hours per week or more accrue vacation leave beginning with their first day of service. One month's accrual is given to an employee for each month or fraction of a month actually worked, regardless of the date of employment or termination. Part-time personnel appointed half-time or more accrue vacation leave proportionate to the percent time of their appointment. Faculty appointments do not accrue vacation leave time. Accrual rates, as established by the State Legislature, are published annually by the University and are available from HRS.

Responsible Party

Director, Human Resource Services

Last updated: December 1, 2006