



Angelo State University
Operating Policy and Procedure

OP 52.49: Vacation Leave

DATE: November 8, 2017

PURPOSE: The purpose of this OP is to establish the university's policy on vacation for staff employees.

REVIEW: This OP will be reviewed in October every three years, or as needed, by the director of human resource with recommended revisions forwarded through the vice president for finance and administration to the president by November 15 of the same year.

POLICY/PROCEDURE

1. Policy

Employees of Angelo State University are entitled to a vacation leave allowance within the standards of the Texas Government Code. The purpose of vacation leave is to provide income protection to the employee while allowing for a period of recreational leave or other absences from work not covered by other leaves. Employees are encouraged to use the majority of their earned vacation leave each year. It is important that employees have time to rest and relax each year in order to maintain maximum productivity. Vacation leave also allows employees to take care of a variety of personal matters when it is not possible to do so outside normal working hours.

The amount of time off each employee receives is determined by their length of service. Vacation accrual rates are the same for both hourly and salaried employees.

Part-time regular employees, who work at least 20 hours per week for at least 4 ½ months during the fiscal year, are also eligible for paid vacation. The accrual rate and maximum carryover are proportional to the number of hours worked. For example, half-time employees earn and carry over annual leave at one-half the rate authorized for full-time employees.

The amount of annual leave accrued by an employee is based on his or her employment status on the first day of the month. In computing annual leave taken by an employee, absences due to holidays are not charged.

2. Vacation Accruals

- a. Regular full-time employees, other than regular faculty employees with appointments of less than 12 months, will earn vacation entitlement in accordance with the following schedule:

SCHEDULE OF VACATION LEAVE ACCRUALS FOR FULL-TIME EMPLOYEES			
Length of Service	Hours Accrued per Month	Days Accrued per Year	Allowable Carryover (Hours)
Less than 2 years	8	12	180
At least 2 but less than 5 years	9	13.5	244
At least 5 but less than 10 years	10	15	268
At least 10 but less than 15 years	11	16.5	292
At least 15 but less than 20 years	13	19.5	340
At least 20 but less than 25 years	15	22.5	388
At least 25 but less than 30 years	17	25.5	436
At least 30 but less than 35 years	19	28.5	484
At least 35 years	21	31.5	532

- b. All hours of unused accumulated vacation that are in excess of the maximum cited above will be credited to the employee’s sick leave balance as of the first day of the next fiscal year.
- c. Employees begin to accrue vacation from their first day of employment. They end their accrual on their last day of duty. Duty day in this case means an employee’s last physical day on the job.

Credit for annual leave is given for each month or fraction of a month of state employment. The employee receives this credit on the first day of the month.

If the employee is on any type of paid leave that extends into the following month, the accrual will not be posted until the employee returns to duty. An employee forfeits this accrual if he or she fails to return to duty.

- d. Credit for the higher rate of accrual will be given on the first calendar day of the month only if the employee’s anniversary falls on that day. Otherwise, the increase in vacation accrual will be given on the first calendar day of the following month.
- e. State employees who are employed with multiple state agencies may not accrue annual leave at a rate that exceeds that of a full-time employee.
- f. The vacation leave accrual for a regular return-to-work retiree who retired on or after June 1, 2005 and who receives an annuity based wholly or partly on state service are based upon the length of state service after the date of retirement.
- g. The employee’s length of service earned before the retirement date is not taken into account for annuity accrual rates. Return-to-work retirees are not required to re-establish the six months continuous service in order to take annual leave with pay.

3. Using Vacation Time

- a. Vacation time with pay may not be taken until the employee has been continuously employed with a state agency for six months. The employment need not have been in a benefits eligible position to meet this six month requirement. Service in a public school district, community college, or junior college is not considered state service.
- b. The six-month eligibility requirement must be met only once. Continuous employment requires that no leave without pay for a full month has been taken.

- c. An employee who separates from state employment for any reason during the six-month waiting period is not eligible for any accruals made during that period.
- d. Vacation leaves are meant to be requested in advance and will be scheduled by the employee's department head in accordance with the needs of the department to maintain an adequate staff, with consideration for the employee's preference whenever possible.
 - (1) Vacation leave does not have to be requested in advance when an employee is absent from work due to reasons outlined in OP 52.42 Staff Sick Leave, has exhausted all available sick leave and is not eligible for sick leave pool as outlined in OP 52.41 Sick Leave Pool.
 - (2) Employees must exhaust all accumulated paid leave entitlements before they can be placed on a leave without pay status. See OP 52.59 Miscellaneous Time Away from Work for more information on leave without pay.
- e. Vacation leave taken in excess of the employee's accrued balance is not allowed
- f. Should an employee who separates from state employment be re-employed, he or she is eligible to use vacation leave as it is earned or to be paid for it upon termination.

4. Unused Vacation time after Separation from Employment

- a. An employee of Angelo State University who separates from state employment for any reason is entitled to be paid for his or her accrued vacation balances as of the date of separation if he or she has accrued six months of continuous state employment at any time during his or her lifetime.
- b. Separation includes, but is not limited to, leaving one state agency to work for another, provided at least one workday passes between those employments.
- c. A terminating employee may, with the approval of the agency, remain on the payroll after separation to use accrued annual leave rather than receive a lump-sum payment. No additional accruals will be made during this period.
- d. Upon separation, lump-sum payments for accrued but unused annual leave include, as applicable, payment for any holidays that the employee would have observed had he or she remained on the payroll. Eight hours per holiday will be added for employees normally scheduled to work 40 hours per week. Employees normally scheduled to work less than 40 hours per week will receive a prorated payment.
- e. An employee moving to a position in a state agency that does not accrue vacation time is not entitled to add time for holidays that fall within the accrual period. In no case is the employee entitled to receive longevity and/or hazardous duty pay for the accrual period.
- f. The employee may not use sick leave or accrue sick or vacation time while exhausting vacation time.
- g. Employees who directly transfer from one state agency to another will have their leave balances transferred.
 - (1) In the event that even one workday passes between the employee's separation date with the university and the employee's beginning date with his/her new employer, the employee must be paid for accrued and unused vacation leave immediately upon the employee's separation from the university.

[Minor revision: November 8, 2017]

- h. Upon the death of an employee, all accrued vacation will be paid to the employee's estate as a death benefit, provided the employee has had continuous employment with the state for six months.