

Policies of the University of North Texas Health Science Center	Chapter 5
05.605 Vacation Leave	Human Resources

Policy Statement.

Regular faculty and staff members of the University of North Texas Health Science Center at Fort Worth are entitled to a vacation leave allowance within the standards of the Appropriations Act.

Application of Policy.

Regular Faculty and Staff

Definitions.

Procedures and Responsibilities.

1. Rate of Accrual and Accrual Computations: Vacation entitlement accrues as follows.
 1. Credit for vacation leave accrual is given for each month or fraction of a month of State employment and is posted on the first day of employment and on the first day of each succeeding month thereafter. Vacation entitlement accrues from the first day of employment, and is terminated on the last day of duty. If the employee is on any type of paid leave that extends into a subsequent month(s), any vacation leave accrual for such month(s) on paid leave will not be posted until the date of his/her return to duty. ¹ Duty day is defined as an employee's last physical day on the job.
 2. Employees will accrue vacation leave in accordance with the following schedule.²

Employees with Total Hours Accrued

State Employment of: Per Month:

0 - 24 months 8

25 - 60 months 9

61 - 120 months 10

121 - 180 months 11

181- 240 months 13

241 - 300 months 15
301 - 360 months 17
361 - 420 months 19
421 months or more 21

3. Regular employees earn vacation entitlement at the percentage of time employed times the applicable "hours accrued each month" for each month or fraction of a month of paid employment.³ For example, a fifty (50) percent staff member with under two (2) years of total State employment will earn four hours monthly ($.50 \times 8 = 4$).
4. Vacation leave entitlements will continue to accrue and will be credited during periods when the employee is on an approved leave with pay. Vacation leave entitlements will be credited to an individual for time in a leave without pay status if he/she has any fraction of paid employment in that month.⁴
5. State service is defined to include all eligible service to the State of Texas including part time, faculty, or legislative service. Time need not be continuous. All previous State service must be verified by Human Resource Services. Credit for the higher rate of accrual as shown on the chart shall be given on the first day (calendar) 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.⁵ Service in a public independent school system of Texas is not considered State service.⁶

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.

3. A state employee who retired from state employment on or after June 1, 2005, 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 they retired.

Responsible Party: Employee/Human Resource Services

2. Vacation Leave Utilized: Vacation leave is available to be taken 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 taken must be rounded off to tenths of an hour, i.e., six (6) minutes = 0.1 hrs, twelve (12) minutes = 0.2 hrs, eighteen (18) minutes = 0.3 hrs, etc.

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 physician's statement or other acceptable verification.

Responsible Party: Employee

3. Maximum Accrual: Normally, supervisors should encourage staff members to take vacation leave during the fiscal year in which it is earned. 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 below.⁷ The maximum carry over for part-time employees will be proportional to the amount of hours of their regular schedule. For example, a fifty percent staff member could carry over half the amount that a full time employee can carry over.

Maximum Hours

Total State Employment to Carry Forward

0 but less than 2 years 180 hours

2 years but less than 5 years 244 hours

5 years but less than 10 years 268 hours

10 years but less than 15 years 292 hours

15 years but less than 20 years 340 hours

20 years but less than 25 years 388 hours

25 years but less than 30 years 436 hours

30 years but less than 35 years 484 hours

35 years or more 532 hours

All hours of unused accumulated vacation leave which are lapsed at the end of a fiscal year by operation of this subsection may be credited to the employee's sick leave balance as of the first day of the next fiscal year.

Responsible Party: Employee/Supervisor

4. Scheduling of Leave: Directors, Deans, Department Chairpersons, and Supervisors shall schedule vacations in accordance with department needs and to insure the presence of an academic work force at all times. Employee preferences should be given as much consideration as possible.

Responsible Party: Department Official

5. Vacation Leave Approval: Vacation leave must be requested in advance and approved by the designated department official. Prior to taking vacation leave, the employee must complete a Request for Leave Form and submit it to the department official with the designated authority to approve leave. The department official who has the authority to approve leave will be the head of the department unless otherwise directed by the President.

The employee is responsible for recording vacation leave taken on the Departmental Time Sheet after verifying its accuracy.

Responsible Party: Employee/Department Official

6. Transfers: An employee who transfers to the University of North Texas Health Science Center at Fort Worth from another agency of the State of Texas will be given credit by the health science center for any unused balance of accumulated vacation leave, provided there is no interruption in service, i.e., the individual is placed on the payroll of the health science center on the first working day succeeding the day separated from the previous agency or department.

This provision also applies to individuals transferring to and from grant accounts. The employee is responsible for securing transfer credit from his/her former employer. Such documentary proof shall be presented to Human Resource Services immediately upon employment.

7. **Vacation Leave on Separation:** An employee who resigns, is dismissed, or is separated from the health science center, is entitled to be paid for all vacation time duly accrued as of the date of separation, provided the employee has had continuous state employment of at least six months and does not directly transfer to another state agency to a position which accrues vacation time; or moves from a position that accrues vacation time to a position that does not accrue vacation time, if the health science center agrees to pay the employee for the accrued balance of the employee's vacation time.⁹
 1. Payment for all vacation time duly accrued as of the separation will be made by a "lump sum payment." Any questions concerning "lump sum payment" procedures should be directed to Human Resource Services. A lump sum payment to an individual for accrued vacation time constitutes wages and is subject to Social Security/Federal Withholding Tax. A terminating or retiring employee is not entitled to receive longevity or hazardous duty pay when he/she is compensated for his accrued vacation leave in a lump sum. Upon the recommendation of the department and approval of Human Resource Services, a terminating employee may be paid for accrued vacation leave by allowing the employee to remain on Payroll while using his/her vacation time. Sick leave may not be used when the employee has been allowed to use vacation time in this manner. Such employee(s) will not accrue any additional vacation leave when the vacation time carries over into a subsequent month.
 2. Employees separated during their first six (6) months of state service will not be paid for any accrued vacation time.
8. **Status Change:** An eligible employee whose status changes to a position not eligible for vacation leave entitlement shall be paid for their accrued vacation leave or shall expend accrued vacation entitlement prior to changing status. Under exceptional circumstances, the President may grant an individual permission to freeze the accrued balance at the time of status change. For example, such an exception might be made if the change of status is expected to be temporary and it is planned that the individual will return to an eligible status within a reasonable period of time. However, if the individual separates from the health science center instead of returning to an eligible status, the lump sum payment will be based on the rate of pay the individual was earning at the time of freezing and shall not include any holidays that fall within the period covered by the vacation time.
9. **Advanced Vacation:** Advanced vacation leave in excess of an employee's actual total accrued (unused) vacation balance is not permissible. For example, an individual cannot take a week (40 hours) off for vacation until he/she has actually accrued 40 hours of vacation leave entitlement.

Responsible Party: Employee/Human Resource Services

References and Cross-references.

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¹ Texas Government Code, § 661

² Ibid.

³ Attorney General Opinion No. H-684, and Texas Government Code, § 661

⁴ Ibid.

⁵ Ibid.

⁶ Attorney General Opinion No. WW-1443.

⁷ Texas Government Code, § 661

⁸ Ibid.

⁹ Ibid.

Forms and Tools.

Approved: June 2005

Effective: June 2005

Revised: August 2010