Section 3	Human Resources Policies		04/01/90 -Originated
Subject 3.9	Leave Administration		03/07/13 -Reviewed w/ changes -Reviewed w/o changes
Policy	**3.6.12**	**Vacation**	04/08/13 - Effective Human Resources -Author

Vacation

Policy

Vacation is provided to all benefit-eligible UTMB employees in order to allow time away from work without loss of pay or benefits.

UTMB complies with applicable federal and state laws and regulations, and strives to maintain an environment which does not discriminate against applicants or employees on the basis of race, color, national origin, sex, age, religion, disability, sexual orientation, genetic information or veteran status.

Accruals

Eligible employees accrue vacation beginning the first day of employment and ending on the last day of employment. Regular employees working 20-39 hours per week will accrue on a proportionate basis. The proportionate rate is calculated by the percentage of time appointed times the full time accrual rate based on length of service. Monthly accruals are earned for each month or fraction of a month of employment.

Vacation Accruals

Vacation accruals as provided by State Law, are shown in the vacation table on page 3 of this document. If the employee's anniversary date falls on the first calendar day of the month, the higher accrual rate is effective that month. If the anniversary date is any other day, the higher accrual will begin the first calendar day of the following month.

Eligibility to Use

Employees may not take vacation leave until they have been continuously employed with the state for six months, although vacation hours will be accrued during that period. Continuous employment means that the employee is paid a regular salary for the period. Continuity of employment is not interrupted if the employee is placed on leave without pay for less than one calendar month; but a full calendar month of leave without pay does not count toward state service or vacation accrual.

An employee who has completed six months or more of continuous state employment and then leaves state employment is entitled to take vacation leave as it is earned upon reemployment in an eligible position.

Using Vacation

An employee wishing to take vacation must complete a Leave Request Form and obtain supervisory approval in advance of the time taken.

Leave requests should be considered with a number of factors including, but not limited to, staffing requirements.

An employee on scheduled vacation may not change vacation to any other paid leave with the exception of an employee who is confined to a hospital due to an accident or illness. In this instance, the employee may request that vacation be changed to sick leave if proper documentation is provided.

An approved holiday occurring while an employee is on vacation is regarded as a holiday and shall not be charged against the employee's vacation.

Vacation may be used in lieu of docking for lateness or unscheduled absence from work if mutually agreeable between the employee and the supervisor.

Employee Eligibility Change

If an employee changes from an eligible to an ineligible benefits status, (in which no benefits are accrued), vacation accruals, at the time of the change of status, will be paid in a lump sum.

Carry Over

With limitations, vacation accrued in one fiscal year may be carried forward into the next fiscal year. The maximum number of hours that may be carried forward are shown in the vacation table. The maximum amount of vacation a part-time employee may carry forward from one fiscal year to the next is on a proportionate basis. There are no exceptions to these maximums.

All unused accumulated vacation leave exceeding the maximum carry forward limits will be credited to the employee's sick leave balance as of the first day of the next fiscal year.

Lump Sum Payment

Any employee, who resigns, is discharged, or separates from UTMB will be entitled to be paid a lump sum for all unused vacation leave time accrued up to the maximum allowed. Payment will be permitted when:

Lump Sum Payment, continued

1. the employee has been continuously employed with the state for a period of six (6) months or more; and,
2. the individual has not been re-employed by a state agency to a position which accrues vacation time within a period of thirty (30) calendar days from the date of separation from the state employment.
3. in the event of death, the estate of an employee who has had six (6) months or more of employment will be paid for all accrued unused vacation balances at the time of death.

Vacation Table

Maximum hours for carrying forward are shown in the vacation table.

Total Years of State Service	Hours Accrued Per Month	Maximum Hours Carried Forward
0-2	8	180
2-5	9	244
5-10	10	268
10-15	11	292
15-20	13	340
20- 25	15	388
25 - 30 years	17	436
30 - 35 years	19	484
At least 35 years or more	21	532

Recordkeeping

To report vacation or personal holiday time used, refer to the Time Reporting Manual for details.

References

Texas Government Code §§661.062-.065, §§661.067, §§661.091-092, §§661.121, §§661.151-153 and §§662.0072