

**PRAIRIE VIEW A&M UNIVERSITY
UNIVERSITY ADMINISTRATIVE PROCEDURE**

31.03.01.P0.01 Vacation

Revised (August 19, 2010)

Next Scheduled Review (August 2011)

1. PURPOSE

- 1.1 The purpose of the Vacation Procedure is to support [System Regulation 31.03.01](#) and to outline the procedures involved when staff and faculty members request to take vacation leave.

2. DEFINITIONS

- 2.1 **Regular Employee** - A regular employee is one who is listed in the position identification database in a nonwage position identification number (PIN) for 50 percent or more time for at least four and one-half months, excluding students holding positions for which student status is a requirement for employment.
- 2.2 **Less Than Twelve (12)-Month Faculty** - Faculty members at academic institutions are typically appointed on a less than twelve (12)-month basis. A faculty member may also be employed for additional months during the summer to teach or do research.
- 2.3 **Twelve (12)-Month Faculty** - Some faculty members are appointed on a twelve (12)-month basis, such as those holding administrative positions. The term of appointment is for the entire year, September through August.

3. ELIGIBILITY

3.1 Staff

3.1.1 All regular employees of the University are entitled to vacation with pay.

3.2 Faculty

3.2.1 Faculty employed on less than a twelve (12)-month basis are not eligible to accrue or use vacation, but may take time off during university holidays and student recesses.

3.2.2 Faculty employed on a twelve (12)-month basis accrue and use vacation in the same manner as a non-faculty employee.

4. ACCRUAL PROCESS

- 4.1 An employee accrues vacation leave for each month of employment with the state. Vacation credit is posted to each employee's leave record on the first day of employment and on the first day of each succeeding month that the employee is actively at work. An employee who is employed by the state during any part of a calendar month accrues vacation leave for that month unless he or she is on

leave without pay for the entire month. Vacation accrual ends on the last day the employee is actively at work.

4.2 A part-time employee accrues vacation leave on a proportionate basis. The maximum number of hours that a part-time employee may carry forward from one fiscal year to the next is also determined on a proportionate basis.

4.3 A full-time employee accrues vacation leave and may carry it forward from one fiscal year to the next in accordance with the following schedule:

Total State Service	Vacation Earned each Month	Max. Carryover to Next Fiscal Year
Less than 2 years	8 hours	180 hours
2 - 4 years	9 hours	244 hours
5 - 9 years	10 hours	268 hours
10 - 14 years	11 hours	292 hours
15 - 19 years	13 hours	340 hours
20 - 24 years	15 hours	388 hours
25 - 29 years	17 hours	436 hours
30 - 34 years	19 hours	484 hours
35 or more years	21 hours	532 hours

4.4 If an employee's state employment anniversary date occurs on the first day of a month, the employee begins to accrue vacation leave at a higher rate on the first day of the appropriate month. An employee who begins working on the first workday of a month is considered to have begun working on the first day of the month. Otherwise, the employee begins to accrue vacation leave at the higher rate on the first day of the month following the anniversary date.

4.5 An employee who is on leave on the first workday of a month may not take vacation leave accrued for that month until the employee returns to duty.

5. TRANSFER OF VACATION LEAVE BALANCE

5.1 An employee transferring directly from one state agency to another is entitled to credit

by the agency to which the employee transfers for the unused balance of the employee's vacation leave. This is applicable **only** if the employee's employment with the state is uninterrupted and the employee was not paid for the vacation leave.

6. ENTITLEMENT TO PAYMENT FOR VACATION TIME

- 6.1 An employee who separates from state employment for any reason is entitled to be paid for his or her accrued vacation balance 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.

7. PROCEDURES

All employees should follow the following procedure when requesting vacation leave:

- 7.1 Employees are encouraged to submit leave documents well in advance for planned vacation leave to provide their supervisor(s) sufficient time to review the request. All leave documents **must** be submitted **and** approved **prior** to the employee taking the leave time off.
- 7.2 Employees requesting to use vacation leave **must** submit their request online using the Leave Traq system by logging into the Single Sign On (SSO) site at <https://sso.tamus.edu/>. Please be sure to select "Vacation" from the Leave Type drop down menu.
- 7.3 Employees are responsible for ensuring their leave has been approved prior to the date of their expected leave. The employee can ensure his/her leave document has been approved by logging into the [Leave Traq System](#) to review the routing of the leave document.
- 7.4 If the proposed time off would create a hardship on the department the supervisor may reject the employee's leave request. The employee can re-submit the leave requesting different dates or cancel the leave document.
- 7.5 Supervisors may require employees to use their accrued compensatory time before using vacation.

Additional Information

[System Regulation 31.03.01 - Vacation](#)

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