

Texas A&M Veterinary Medical Diagnostic Laboratory Procedures

31.03.01.V0.01 | Vacation

Reviewed: July 3, 2017

Next Scheduled Review: July 3, 2022

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PROCEDURE STATEMENT

The Texas A&M Veterinary Medical Diagnostic Laboratory (TVMDL) will provide employee vacation in accordance with Texas A&M System (A&M System) Regulation 31.03.01, *Vacation*

REASON FOR PROCEDURE

This procedure establishes guidelines for the approval process and maintenance of vacation records.

PROCEDURES AND RESPONSIBILITIES

1.0 GENERAL

A&M System Regulation 31.03.01, *Vacation*, contains all essential information to determine eligibility, accrual rates, transfer, the granting of, and payment for vacation. It also provides general guidelines for the accounting. Further guidelines for requesting and accounting are established by this procedure.

2.0 RESPONSIBILITIES

- 2.1 In accordance with A&M System Regulation 31.03.01, *Vacation*, records of all vacation leave used will be recorded and made available for public inspection. TVMDL units will use LeaveTraQ to maintain vacation records.
 - 2.2 Vacation will be requested by the employee and approved by the supervisor or designee in LeaveTraQ.
 - 2.3 The rate of compensation for a terminating employee's accumulated unused vacation will be determined by dividing the FTE annual salary by 2080 hours.
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RELATED STATUTES, POLICIES, OR REQUIREMENTS

[A&M System Regulation 31.03.01, *Vacation*](#)

CONTACT OFFICE

For questions regarding this procedure, contact AgriLife Human Resources at 979-845-2423.

REVISION HISTORY

Approved: June 15, 2009

Revised: October 4, 2013

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