

# Texas A&M Veterinary Medical Diagnostic Laboratory Procedures

31.03.01.V0.01 | Vacation

Revised: November 27, 2023

Next Scheduled Review: November 27, 2028



[Click Here to View Revision History](#)

---

## PROCEDURE SUMMARY

The Texas A&M Veterinary Medical Diagnostic Laboratory (TVMDL) will provide vacation leave to eligible employees in accordance with Texas A&M System (system) Regulation 31.03.01, *Vacation*.

---

## PROCEDURES AND RESPONSIBILITIES

### 1.0 GENERAL

System Regulation 31.03.01, *Vacation*, contains all essential information to determine eligibility, accrual rate, carryover limits, transfer of balances, and the approval of and payment for vacation balances.

### 2.0 RESPONSIBILITIES

- 2.1 In accordance with 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 Workday to maintain vacation records.
- 2.2 Vacation will be requested by the employee and approved by the supervisor or designee in Workday.
- 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.

---

## RELATED STATUTES, POLICIES, OR REQUIREMENTS

[System Regulation 31.03.01, \*Vacation\*](#)

---

## CONTACT OFFICE

Questions regarding this procedure should be referred to AgriLife Human Resources at 979-845-2423.

---

## REVISION HISTORY

|           |                    |
|-----------|--------------------|
| Approved: | June 15, 2009      |
| Revised:  | October 4, 2013    |
| Reviewed: | July 3, 2017       |
| Revised:  | September 19, 2018 |
|           | November 27, 2023  |

Next Scheduled Review: November 27, 2028