

Texas A&M AgriLife Extension Service Procedures

31.03.01.X0.01 | Vacation

Reviewed: July 3, 2017

Next Scheduled Review: July 3, 2022

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PROCEDURE STATEMENT

Texas A&M AgriLife Extension Service (AgriLife Extension) 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. AgriLife Extension 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

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

REVISION HISTORY

Approved: September 13, 2007

Reviewed: July 20, 2012

Reviewed: October 3, 2013

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