

Texas A&M AgriLife Extension Service Procedures

31.03.01.X0.01 | Vacation

Revised: December 8, 2023

Next Scheduled Review: December 8, 2028

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PROCEDURE SUMMARY

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

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| Approved: | September 13, 2007 |
| Reviewed: | July 20, 2012 |
| | October 3, 2013 |
| | July 3, 2017 |
| Revised: | August 21, 2018 |
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