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

Approved: September 13, 2007
Reviewed: July 20, 2012
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