

Texas A&M AgriLife Extension Service Procedures

31.03.01.X0.01 | Vacation

Revised: August 21, 2018

Next Scheduled Review: August 21, 2023



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PROCEDURE SUMMARY

Texas A&M AgriLife Extension Service (AgriLife Extension) will provide employee vacation 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 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 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

Reviewed: October 3, 2013

Reviewed: July 3, 2017

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