UT TYLER EMPLOYEE HANDBOOK

VACATION

Full-time regular salaried employees, excluding faculty, accrue vacation leave according to the holiday schedule and vacation allowance memorandum distributed annually by Human Resources.

Employees are encouraged to use vacation leave during the fiscal year in which it is accrued. Vacation leave up to the maximum allowed may be carried forward from one fiscal year to the next. Vacation leave exceeding the maximum allowed as of August 31 will be transferred to the employee's sick leave balance.

Employees shall receive their full vacation leave entitlement for each month or partial month actually worked regardless of the date of employment or termination. Regular employees accrue their vacation time at the beginning of each month. Employees must have served six continuous months before being eligible to take vacation leave. Employees transferring from one state agency to another or from one unit in the University to another shall retain their unused vacation accumulation provided there is no break in service.

Employees appointed for less than 20 hours per week or for a period of less than four and one-half months are not eligible for vacation leave.

Department heads/supervisors shall schedule vacation in accordance with departmental needs for the maintenance of adequate staff, giving as much consideration as possible to employee preferences.

In order that credit can be given for other prior state service, it will be the EMPLOYEE’S RESPONSIBILITY to notify Human Resources of such service so that it may be verified. Information should include name at time of employment, place of employment, department, and dates. Previous employment with public elementary and secondary schools or with junior college districts cannot be counted as state service.
Upon separation, employees who have been employed continuously for at least six months shall be paid in lump sum for all duly accrued unused vacation leave up to the maximum allowable. Payment shall be calculated at the base rate of compensation (excluding longevity pay and differentials) at the time of separation and will be available, Monday-Friday, 30 days after the separation date.

In case of death, the estate of an employee will be paid for all of the employee’s accrued vacation balance. The payment shall be calculated at the rate of compensation at the time of death.

Employees must initiate vacation leave requests by completing a Leave Request form. All leave requests should be submitted in advance of the desired leave in accordance with departmental policy. Vacation time is charged in 15-minute increments with no rounding. Approval of vacation requests will be based upon such factors as departmental workload, staffing, etc. In unusual cases’ approved vacation leave may have to be canceled due to unforeseen workload and/or staffing.

For more information consult the: Employee Entitlement to Vacation Policy, 4.18.3.