

Vacation Payments

Updated: 9/1/2019

Purpose

To pay accrued vacation hours to an employee that has separated from the University.

Policy

The University complies with the [Texas State Comptroller's Payroll Policies and Procedures Guide](#) in determining who is entitled to a payment for accrued vacation hours. An employee is due a payment for accrued vacation hours if:

1. The employee separates from the University either through a resignation or a dismissal from a department.
2. The employee has completed six months of continuous employment.
3. The employee is not working at another state agency (in a position that accrues vacation hours) within 30 days following the official separation date from the University.

Procedures

The employee separating from the University must clear campus with Human Resource Services (Administration Building Room 216). A signed clearance form from the employee will then be forwarded to the Payroll Office.

Simultaneously, the department must process a Separation E-form to terminate the employee.

The Payroll Office will process the payment once all the necessary documentation has been completed by the department and the separated employee. In addition, the Payroll Office will determine holiday pay eligibility. Both the accrued vacation hours and holiday hours (if applicable) will be paid out according to the below schedule.

Separation date of the 1st – 15th will be paid on the monthly payroll.

Separation date of the 16th – End of the Month will be paid on the following monthly payroll.

Applicability

All separated University employees with accrued vacation hours.

Responsible Party

Assistant Vice President of Budget and Personnel