

Vacation Leave

Updated: 3/11/2020

Purpose

To provide eligible employees paid leave benefits for time off from work to attend to personal or medical matters.

Policy

This policy provides process of requesting paid vacation as an eligible employee of The University of Texas at El Paso, [The Handbook of Operating Procedures, Section V, Chapter 14](#). Vacation leave taken without prior written approval of the appropriate departmental supervisory official will not be paid and will be construed and recorded as an "Unexcused Absence." Vacation leave may be carried forward to the next fiscal year to the extent permitted by State law. Vacation time accrued over the maximum amount allowed will be automatically transferred to sick leave balances at the end of each fiscal year. Sick leave is to be used as such and not for vacation or educational leave. If one finds themselves in a situation where they are out of sick leave, then vacation leave may be used to cover the leave. If there is leave time available, employees may not request an unpaid leave status to use the time in the future.

Procedures

In the event an employee wishes to request vacation time:

1. The request to take vacation must be made in advance in writing to your immediate supervisor on the appropriate University Leave Request form.
2. Your supervisor shall review the request, verify eligibility, assess departmental needs, and approve or disapprove the request

Vacation leave taken without prior written request and approval from the appropriate departmental supervisory official will not be paid and will be construed and recorded as an "Unexcused Absence." This could have further disciplinary implications up to and including termination.

Information regarding state service transfers and vacation separation benefits is available through the Office of Human Resources.

Applicability

All staff employees appointed at a minimum of twenty (20) hours per week or more and is not in a position that requires student status as a condition for employment accrue vacation leave beginning with their first day of service. One month's accrual is given to an employee for each month or fraction of a month actually worked, regardless of the date of employment or termination. Part-time personnel appointed half-time or more accrue vacation leave proportionate to the percent time of their appointment. Faculty appointments do not accrue vacation leave time. All employees under the probationary provisions are not permitted to utilize accrued vacation time unless prior approval from the supervisor and the Office of Human Resources. Accrual rates, as established by the State Legislature, are published annually by the University and are available on the Office of Human Resources website.

THE UNIVERSITY OF TEXAS AT EL PASO
Business Process Guidelines

Responsible Party

Associate Vice President, Human Resources