

**HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES**

Chapter 4	General Personnel Policies	Effective:	January 2003
Section 4.7	Work and Leave Administration	Revised:	December 2003
<b>Policy 4.7.5</b>	<b>Personal Leave</b>	Responsibility:	Vice President for Human Resources

## **PERSONAL LEAVE**

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### **Policy**

All covered employees are entitled to accrue and use personal leave in accordance with the conditions set forth in the *State Appropriations Act*. Personal leave may be accrued and carried forward from one fiscal year to the next.

This policy applies to all faculty, administrative and professional (A&P), and classified employees of the Health Science Center who are appointed for at least twenty (20) or more hours per week for a period of more than four and one-half (4½) months. The policy does not apply to positions which require student status as a condition of employment.

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### **Accrual of Leave**

1. Personal leave entitlement accrues from the first day of employment and terminates on the last day of work.
  2. Regular employees earn personal leave at the rate of eight (8) hours every four-month period (September 1, January 1, and May 1) to equal 24 hours (three days) per fiscal year.
  3. Regular part-time employees (50-99% FTE) earn personal leave on a percentage basis for the time appointed.
  4. There is no cap on the amount of personal leave an employee may accumulate.
  5. Personal leave will continue to accrue and will be credited during periods when an employee is on approved leave with pay. Personal leave entitlements will be credited to an employee for time in a leave-without-pay status if he/she has any fraction of paid employment in the applicable three-month period.
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### **Using Personal Leave**

1. Personal leave time must be accounted for and used in hours. When charging for time less than an hour, personal leave taken or earned must be expressed as a decimal fraction, i.e., thirty (30) minutes = 0.50 hours, forty-five (45) = 0.75 hours, etc.
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2. In computing personal time taken, holidays falling during an individual's personal leave period are not charged against personal leave.
  3. Illness occurring during a personal period will be charged against sick leave and will not be charged against personal leave if the employee presents a physician's statement or other acceptable verification.
  4. Personal leave must be requested in advance and approved by the designated administrative official.
  5. Probationary employees may use personal leave with the prior approval of their supervisor.
  6. All time taken during a month must be entered by the department in the document review system (DRS) by the 10<sup>th</sup> of the following month.
  7. When an employee has exhausted all vacation and personal leave entitlements, that employee should be removed from the payroll rather than incurring a negative vacation leave balance in excess of one month's vacation accrual. The employee can be removed from the payroll by entering the leave of absence (LOA) transaction in the employee's record in the PeopleSoft system.
  8. Falsification of leave records by an employee or by a departmental person responsible for leave record keeping is a violation of University policy and is subject to disciplinary action up to and including termination.

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**Transfers**

Employees who transfer directly to the Health Science Center from another agency of the State of Texas or from one department of the University to another will be given credit by the Health Science Center or the department for any unused balance of accumulated personal leave, provided there is no interruption in service, i.e., the employee is appointed to the payroll of the Health Science Center or the department on the first working day succeeding the day separated from the previous agency or department. This provision also applies to employees transferring to and from accounts.

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**Scheduling of  
Personal Leave**

Deans, Chairs, Directors, supervisors, and other administrative officials shall schedule personal leave in accordance with departmental needs to ensure the presence of an adequate work force at all times, giving as much consideration as possible to employee preferences.

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**Lump Sum  
Payment Upon  
Separation From  
Employment**

1. Any employee who resigns, is discharged, or separates from the Health Science Center will be entitled to be paid a lump sum for all unused personal time accrued.
  2. That employee will be credited for any holiday that falls during the period after the separation and the last date of the period in which the employee would have used the time had the employee stayed on the payroll.
  3. Payment will be permitted to probationary employees who separate before the completion of six (6) months.
  4. Regardless of the amount of personal leave paid, the payroll removal date will be the last day worked.
  5. Payment shall be calculated at the rate of compensation at the time of separation.
  6. Transfer to another state agency, with no break in service, is not considered termination of state service.
  7. A lump sum payment to an employee for accrued personal time is not considered termination of state service.
  8. In the event of death, the estate of an employee will be paid for all accrued unused personal leave at the time of death.
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**Remaining on  
Payroll at  
Separation From  
Employment**

1. A separating employee may, with the agreement of the Health Science Center, be allowed to remain on the payroll after the last day worked to utilize personal leave time in lieu of being paid a lump sum.
  2. The employee will not accrue any additional vacation, personal, or sick leave while remaining on the payroll to utilize such vacation leave.
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3. The employee will not be granted any sick leave while remaining on the payroll to utilize such personal leave.
  4. The employee will be credited for any holiday that falls during the period after the separation and the last date of the period in which the employee would have used the time had the employee stayed on the payroll.

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**Status Changes**

An eligible employee whose status changes to a position not eligible for personal leave entitlement shall at the time of the transfer be entitled to receive a lump sum payment for all accrued personal leave. Subsequently, should the employee return to leave eligible status, he or she may begin to accrue and take vacation.

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