



31.03.03.D0.01 Birthday Leave

Approved: January 2, 2013

Revised: February 20, 2015

January 24, 2018

Next Scheduled Review: January 24, 2021

Procedure Statement

Texas A&M University-Central Texas awards all leave-eligible employees paid time off for their birthday. Eligible employees receive a day off during their birth month in recognition of their birthday.

Reason for Procedure

This standard administrative procedure serves to set forth eligibility criteria and guidelines for the Birthday Leave for leave-eligible employees of the university.

Procedures and Responsibilities

1. GENERAL

Texas A&M University-Central Texas awards all leave-eligible employees paid time off for their birthday. Eligible employees receive a day off during their birth month in recognition of their birthday.

2. APPLICABILITY

To be eligible for Birthday Leave, an employee must be eligible to accrue sick leave or vacation, and be employed two (2) months prior to their birthday.

3. PROCEDURES

3.1 Birthday leave may be taken on any day within an employee's birth month as long as the absence is approved by the employee's supervisor, or in accordance with departmental leave procedures, prior to taking the leave. Faculty must maintain the same standard for class coverage as any other absence. Faculty are eligible for sick leave and are eligible for birthday leave. If faculty are full-time, they are expected to record eight (8) hours even if they do not typically work eight (8) hours or work

different hours from the normal 8 to 5. The same requirement as other leave regarding faculty are followed.

3.2 Full-time employees are allowed 8 hours of leave while part-time employees are granted leave on a proportional basis (i.e. 50% effort = 4 hours of leave). Birthday leave cannot be used in increments of less than one day. Employees working an alternate schedule of more than 8 hours per day must use vacation for the remaining hours of the day. TAMUCT uses the same eligibility criteria for vacation/sick leave. To be eligible to accrue vacation and/or sick leave, an employee must be a budgeted position 50% for at least 4 ½ months. We refer to “Leave-eligible” instead of distinguishing part time and full time directly. Faculty are eligible since they accrue sick leave. If an employee is out on leave, they do not accrue their vacation and sick leave again until they return to work. If they are out on leave the entire month of their birthday, then they are not eligible for Birthday Leave.

3.3 If an employee does not take his/her birthday leave within his/her birth month, the leave is forfeited for that calendar year. Faculty with a birthday in June, July, or August who are not teaching during the summer, may take Birthday Leave during September. Final decision will be made by the Provost’s Office to determine how faculty with summer birthday not working during the summer should have the same access to the benefit.

3.4 Birthday leave must be earned prior to actual time off and cannot be taken in advance of the eligibility period.

3.5 Eligible employees request Birthday Leave as they do vacation and sick leave within Workday at <http://sso.tamus.edu>. Departmental approvers are responsible for ensuring the Birthday Leave is used within the birth month and that the employee has not already requested Birthday Leave for that calendar year before processing the request.

Related Statutes, Policies, or Requirements

System Policy [31.03 Leaves of Absence](#)

System Policy [31.03.03 Leaves of Absence with Pay](#)

Contact Office

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