

BIRTHDAY LEAVE - a new Tarleton benefit.

Beginning January 1, 2012, Tarleton employees will enjoy a newly added benefit - Birthday Leave. Through the efforts of the President's Office, Staff Council, and Faculty Senate, eligible employees will receive a paid day off during their birth month in recognition of their birthday. 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. Employees must be in a leave eligible position (sick leave or vacation) and be employed by the university for at least six months to be eligible for the Birthday Leave. Part-time employees eligible to accrue sick leave and/or vacation will receive a proportionate day off.

To learn more about this new benefit, please see [Standard Administrative Procedure 31.03.03.T1.02, Birthday Leave](#).

RECORDING BIRTHDAY LEAVE

Birthday Leave is recorded in LeaveTraq the same as vacation or sick leave. Here's how to enter Birthday Leave.

1. Login to Single Sign On at <http://sso.tamus.edu> and select **LeaveTraq**
2. Click on "Request Leave"
3. Complete the Start Date & Time and End Date & Time fields
4. Select the number of hours requested (note: Hours requested cannot be more than 8 hours and employees who work a flexible schedule of more than 8 hours in a day should request vacation for the remaining hours)
5. Under Leave Type, Select "Leave of Absence with Pay"
6. Select "Other Emergencies"
7. Input "Birthday Leave" in the Description Field
8. Click on Save Item
9. Check the box agreeing that you have read and agree to the Certification Statement
10. Click Submit for Approval

A few other points...

- Employees must take the full day. Less than full day increments of Birthday Leave will not be approved.
- Once the birth month is over, the Birthday Leave is gone too. So don't let it slip by.
- Faculty with a summer birthday not appointed during the summer, may take Birthday Leave during the month of March.

For questions, contact your Human Resources Representative.