



## **Standard Administrative Procedure 31.03.03.T1.02 Birthday Leave**

*(Supplements System Regulation [31.03.03](#), Leave of Absence with Pay)*

Effective: January 1, 2012  
Approved: November 14, 2011  
Next Review: November 14, 2013

### **1. GENERAL**

Tarleton State University 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. To be eligible for Birthday Leave, an employee must be eligible to accrue sick leave or vacation, and be employed six (6) months prior to their birthday.

### **2. APPLICABILITY**

To be eligible for Birthday Leave, an employee must be eligible to accrue sick leave or vacation, and be employed six (6) 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.

**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.

**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 the preceding March.

**3.4** Eligible employees request Birthday Leave as they do vacation and sick leave within the LeaveTraq System 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 LeaveTraq request.

### **OFFICE OF RESPONSIBILITY:**

**Department of Human Resources  
254-968-9128**