

# SAP # 31.03.03.T1.02 Birthday Leave



Effective: January 1, 2012  
Revised: July 11, 2013  
Reviewed: February 23, 2017  
Next Review: February 23, 2022

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## Procedure Statement

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Tarleton State University awards all leave-eligible employees paid time off for their birthday. Birthday leave is a Tarleton employee benefit and the university reserves the right to continue, change or discontinue Birthday Leave at any time.

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## Reason for Procedure

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This procedure documents the eligibility requirements and processes for Tarleton employees to receive a day off for their birthday.

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## Procedures and Responsibilities

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Eligible employees receive a day off during a fiscal year 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. The following provisions apply.

1. Birthday leave may be taken on any day during the fiscal year 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.
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. If an employee does not take his/her birthday leave by August 31, the leave is forfeited for that fiscal year.
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 in accordance with this procedure and that the employee has

not already requested Birthday Leave for that fiscal year before processing the LeaveTraq request.

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## **Related Statutes, Policies, or Requirements**

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

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## **Contact Office**

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Employee Services  
254-968-9128