Overview
This document provides an overview of paid leave available to benefits-eligible employees. This does not address all the policies and procedures relating to time off. Contact DHFS HR/Payroll for more information. (For unpaid leave, see “FMLA Overview”)

Sick Leave
Accrual:
- 8 hours accrued for each month (or partial month) of employment (proportional accrual if not appointed full-time).

Use:
- No waiting period.
- SL may only be used under appropriate circumstances:
  - Employee’s own medical condition (sickness, injury, medical appointments, etc.)
  - Care of certain immediate family members with a documented medical condition
  - Pregnancy, pre-natal care, childbirth and recovery.
  - Up to 8 hours of SL each calendar year may be used to attend parent-teacher conferences.
  - Prompt notification required to use SL.
  - Healthcare Provider Documentation
    - May be required for continuous absences of 3 days or less
    - Will be required for absences of more than 3 consecutive days.
    - For an employee’s own medical condition, a release to return to work will be required for absences of more than 3 consecutive days.

Carryover/Expiration/Payment:
- No limit to the number of hours that can be carried over.
- Not paid at separation of employment.
- Unused hours may be donated to the Sick Leave Pool.

Annual Leave
(Also known as Vacation)
Accrual:
- Accrued for each month (or partial month) of employment.
- Amount accrued starts at 8 hours per month and increases with length of state service.
- Less-than-full-time employees accrue at a rate proportional to the number of hours assigned.

Use:
- Employees must have 6 months continuous state service (in a benefits-eligible position) before using vacation.
- Supervisor approval is required (follow your supervisor’s instructions for requesting time off).

Carryover/Expiration/Payment:
- Length of state service determines number of hours carried over to the next Fiscal Year.
- Hours above the maximum are transferred to sick leave balance.
- Unused vacation hours are paid at separation if the employee has satisfied the 6-month probationary period.

Compensatory Time
(See “OT vs. Comp”)
Accrual:
- Varies depending upon FLSA exemption status.
- Can be earned for working on a holiday.
- Accrued at straight time.

Use:
- No waiting period during probation.
- Same rules for prior approval as required for using annual leave.
- Generally recommended to use comp time before using vacation.

Carryover/Expiration/Payment:
- Comp hours expire one year after they were earned.
- Non-Exempt comp remaining at separation will be paid.
- Exempt comp is not paid at separation of employment.

Other types of paid leave:

Sick Leave Pool: Provides paid leave to eligible employees who have exhausted all available paid leave because they or an immediate family member have suffered a catastrophic illness or injury.

WCI: Covers the time an employee needs for treatment on the day of a work-related injury (to the end of their scheduled shift).

Jury duty: Employees summoned to jury duty receive paid leave to cover the time absent from work.

Emergency Leave: Covers emergency closures of the university. Also provides up to 3 days funeral leave for a death in the employee’s immediate family, or 4 hours for the death of a coworker.

Military leave: The university provides various types of paid and unpaid leave to members of the military, including the Reserves (see “FMLA Overview”).

Blood, tissue and organ donation: With supervisory approval, a limited amount of time off with pay may be granted.

Holidays
UT Holiday
- The university provides paid time off for certain state holidays and the winter break.
- Dates and numbers of holiday days vary slightly each year.
- Employees required to work a skeleton crew on a holiday will receive comp time.

Floating Holiday
- Granted in years when the number of holidays given state employees is more than the number of holidays required by the university calendar.
- Unlimited carryover.
- Paid at separation.

Leave Without Pay (LWOP)
If no appropriate paid leave is available, an employee is placed on LWOP. If on LWOP a full calendar month, the employee does not accrue annual leave or sick leave. (See “LWOP Overview”)