

SAP 31.03.03.T0.02 Birthday Leave



Effective:	January 1, 2012
Revised:	July 11, 2013
Reviewed:	February 23, 2017
Revised:	May 11, 2021
Next Review:	May 11, 2026

Procedure Summary

Tarleton State University (Tarleton or 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. This procedure documents the eligibility requirements and processes for Tarleton employees to receive one (1) work day off for their birthday.

Procedures and Responsibilities

Eligible employees will receive one (1) work day off during each fiscal year in recognition of their birthday. An employee must be in a university leave-eligible position (sick leave or vacation) for six (6) months prior to taking birthday leave. 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 and/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 leave-eligible employees are allowed 8 hours of birthday leave while part-time leave-eligible employees are granted birthday leave on a proportional basis (i.e. 50% effort = 4 hours of leave). Birthday leave cannot be used in increments of less than one (1) 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 birthday leave by August 31st, birthday leave is forfeited for that fiscal year.
4. Eligible employees request birthday leave as Leave of Absence with Pay – Other Emergencies within Workday 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 approving the Workday absence request.

5. Birthday leave not utilized during the fiscal year will not be paid upon termination, retirement or separation from university employment or service.
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Related Statutes, Policies, or Requirements

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

Contact Office

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