

restored. Independent school districts, junior colleges, or community colleges are not considered state employers for leave or longevity purposes. The employee is responsible for providing state service verification from each prior state employer to AgriLife Human Resources/Payroll.

An employee who is reemployed by the same TAMUS component with a break in service of at least 30 days but less than 12 months will have their unused sick leave balance restored.

Vacation. Regular employees begin to earn vacation on the first day of employment. An employee must have 6 full, continuous months of state employment before they become eligible to use vacation leave. This requirement must only be met once. An employee with 6 continuous months of prior state employment becomes eligible to use accrued vacation once authorized verification of the state service is received in AgriLife Human Resources/Payroll.

Vacation accrual and carry forward rates are based on length of state service. Full-time employees accrue and carry forward vacation according to the schedule below. You will be paid for unused vacation in a lump sum when your employment ends unless you transfer without a break in service to another Texas state agency. (If you are an employee of Texas AgriLife Extension Service, County Programs, your lump sum vacation payout is based only on the salary paid by the state. County paid funds cannot be taken into consideration when determining the amount of the lump sum.) With your employer's approval, you may request to remain on the payroll to exhaust accrued vacation.

Employees With Total Years State Employment of:	Hours Accrued Per Month	Maximum Hours Carried Forward From One Fiscal Year to the Next
Less than 2	8	180
At least 2 but less than 5	9	244
At least 5 but less than 10	10	268
At least 10 but less than 15	11	292
At least 15 but less than 20	13	340
At least 20 but less than 25	15	388
At least 25 but less than 30	17	436
At least 30 but less than 35	19	484
35 or more	21	532

Holidays. The number of legal holidays is established by the State Legislature each biennium. The Texas A&M University System then designates the time for System holidays. AgriLife holiday schedules vary according to location. Current holiday schedules for many AgriLife units can be found at:

<http://agrilifeas.tamu.edu/hr/benefits-retirement/holiday-schedules/>

County-based employees follow the holiday schedule for the county where their office is located. Ask your supervisor which holiday schedule you should follow.

Family and Medical Leave/Parental Leave. Regular employees with 12 months of state service (does not need to be continuous) and 1,250 hours worked within the past 12 months are eligible for Family and Medical Leave (FMLA) coverage for leave due to certain life events. FMLA provides up to 12 weeks of job protection and continuation of benefits coverages. An employee, including a student or wage employee, who is not eligible for FMLA leave is entitled to a parental leave of absence, not to exceed 12 weeks, for the birth of a natural child or the adoption or foster care placement of a child younger than three years. Parental leave provides up to 12 weeks of job protection only. Contact the AgriLife Human Resources office for more information.

Sick Leave Pool. The AgriLife Sick Leave Pool is a benefit available due to the generosity of AgriLife employees who have donated their own earned leave. Sick Leave Pool hours are available for a catastrophic illness or injury which causes the employee: (1) to exhaust all available paid leave and (2) to miss more than 160 hours of work due to the catastrophic condition. For part-time employees, the requirement of 160 hours is proportional to their percent effort (50% effort = 80 hours missed work). Employees are encouraged to maintain earned sick and vacation leave balances totaling at least 160 hours as a cushion in case a catastrophic condition occurs.

Longevity Pay. Regular, full-time employees, except those paid for teaching academic courses or from line-item faculty salaries, are eligible to receive longevity pay after completing 2 years of state service. Longevity pay is \$20 per month for each 2 years of state service completed, up to 44 years of service. Most working retirees are ineligible for longevity pay.

Current Address. Employees may update their home and/or mailing address and phone number via HRConnect, <http://sso.tamus.edu>

Notification of Illness. When an employee must be absent from work because of an unforeseen personal illness or that of an immediate family member, the supervisor should be notified as soon as practical. Upon return to duty, employees must enter missed time in LeaveTrac at <http://sso.tamus.edu>. Employees must also notify their supervisors in a timely manner if they are going to be unduly late for work or absent for reasons other than illness.

Policies, Regulations and Rules. Board policies, system regulations and agency rules and procedures are available at:

<http://agrilifeas.tamu.edu/rules-procedures/index.php>