



**TEXAS A&M**  
**UNIVERSITY**  
**KINGSVILLE**

**HUMAN RESOURCES**

**MSC 107 · 700 UNIVERSITY BLVD.**

**KINGSVILLE, TEXAS 78363**

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#### Birthday Leave Guidance:

Texas A&M University – Kingsville awards all vacation-eligible employees paid time off for their birthday. Birthday Leave is a TAMUK employee benefit for individuals who are vacation eligible and the University reserves the right to continue, change or discontinue Birthday Leave at any time.

Effective September 1, 2011, all full-time staff will be eligible to take one day off (8 hours) during the month of their birthday.

#### Specific guidelines include:

- Temporary, Task-Workers, part-time employee, contract employees, or 9-month Faculty are not eligible to receive birthday leave.
- Birthday Leave may be taken on any day during the birth month as long as the absence is approved by the employee's supervisor, or in accordance with the departmental leave procedures prior to taking the leave.
- If the taking of this day creates a hardship for the department, the immediate supervisor has the authority to require this day off be rescheduled. It should be rescheduled and taken within 15 days of the originally scheduled date per Supervisor approval.
- This benefit should be taken in an 8 hour increment for the day and no other increments of hours are allowed. Vacation eligible employees who work less than full-time shall take a proportional number of hours as leave. Employees working an alternate schedule of more than 8 hours per day must use vacation for the remaining hours of the day.
- If the employee does not take their Birthday Leave during the birth month, the time off is forfeited for that fiscal year.