31.03.03.R0.01   Birthday Time Off

Reviewed February 23, 2024
Next Scheduled Review: February 23, 2029

Procedure Summary

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

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

Procedures and Responsibilities

Vacation-eligible employees receive a day off during their birth month in recognition of their birthday. The following applies:

1   Birthday Time Off 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 departmental leave procedures, prior to taking the leave.

2   Birthday Time Off cannot be used in increments of less than one day. 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.

3   If an employee does not take their Birthday Time Off during the birth month, the time off is forfeited for that fiscal year.

4   Vacation eligible employees request Birthday Time Off as they do vacation leave within the Workday System at http://sso.tamus.edu. Departmental approvers are responsible for ensuring the Birthday Time Off is in accordance with this procedure and that the employee has not already requested Birthday Time Off for that fiscal year before approving the request. (See Appendix for step by step process)

Related Statutes, Policies, or Requirements

System Regulation *31.03.03 Leave of Absence with Pay*

Appendix

Step by Step Instructions for Workday Birthday Time Off Process

Revision History

Approved January 8, 2015
Revised October 3, 2018

Contact Office

Human Resources
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