



Paid Time Off for Dell Medical School Faculty

The University of Texas at Austin provides benefit eligible employees with many types of paid time off, including but not limited to the following common leave types. If you have any specific questions regarding leave availability, leave planning or how to view your time off balances in Workday please feel free to contact dellmedhr@austin.utexas.edu.

- **Holidays**

The holiday schedule is published each year. The state legislature determines the number of holidays that can be observed by all state agencies and institutions of higher education. The university observes the same number of holidays, a combination of national and state holidays, which are observed by state agencies. However, institutions of higher education are allowed to be flexible when establishing their own schedules. So while the number of holidays observed is always the same, the university may have a different schedule than state agencies.

The legislature stipulates that we can only observe holidays that fall on a weekday. If a holiday falls on a Saturday or a Sunday, we can't observe it on a different day such as the previous Friday or the following Monday. If you are part of an on-site skeleton crew or otherwise required to work during a University holiday (such as our clinical faculty providing in-house or call services), you'll be granted holiday compensatory time in addition to being paid for the holiday as part of your regular paycheck. These holiday compensatory hours will be in addition to the compensatory time described below in "Compensatory Time Off."

2024-2025 Holiday Schedule

Holiday	University Status	Date	Day of Week
Labor Day	University closed	9/2/2024	Monday
Thanksgiving Day	University closed	11/28/2024	Thursday
Day after Thanksgiving	University closed	11/29/2024	Friday
Winter Break	University closed	12/23/2024	Monday
Winter Break	University closed	12/24/2024	Tuesday
Winter Break	University closed	12/25/2024	Wednesday
Winter Break	University closed	12/26/2024	Thursday
Winter Break	Skeleton crew required*	12/27/2024	Friday
Winter Break	Skeleton crew required*	12/30/2024	Monday
Winter Break	University closed	12/31/2024	Tuesday
Winter Break	University closed	1/1/2025	Wednesday
Martin Luther King, Jr. Day	University closed	1/20/2025	Monday
Memorial Day	University closed	5/26/2025	Monday
Emancipation Day (Juneteenth)	University closed	6/19/2025	Thursday
Independence Day	University closed	7/4/2025	Friday

- **Vacation Time Off**

Vacation time off begins to accrue on your first day of employment. After that, it will accrue on the first day of each month. The number of hours you earn is based on how much state service (which is not limited solely to the University) you have on the first day of the month. It's also earned in proportion to the number of hours you're appointed. If you reach a higher state service level during the month, you will begin earning the higher accrual hours in the following month. See the chart below for accrual rates.

<u>Total Years of State Service</u>	<u>Total Months of State Service</u>	<u>Hours Accrued Each Month</u>
Less than 2 years	Less than 24 months	8
At least 2 years but less than 5	At least 24 months but less than 60	9
At least 5 years but less than 10	At least 60 months but less than 120	10
At least 10 years but less than 15	At least 120 months but less than 180	11
At least 15 years but less than 20	At least 180 months but less than 240	13
At least 20 years but less than 25	At least 240 months but less than 300	15
At least 25 years but less than 30	At least 300 months but less than 360	17
At least 30 years but less than 35	At least 360 months but less than 420	19
At least 35 years	At least 420 months	21

You can use your paid vacation time off after you've been employed by the State of Texas for six continuous months. You only need to meet this requirement once during your state service. This means that if you satisfy the six-month-eligibility requirement, leave state employment and are later rehired, you won't have to wait six months again to begin using your paid time off.

- **Compensatory Time Off**

Although the University website speaks solely to administrative staff earning state compensatory time, Dell Medical School faculty are eligible for State Compensatory Time at a maximum of 138 hours per year. Hours are awarded at the end of each quarter (based on the University's fiscal year) after confirmation of eligibility. Eligibility for hours may be prorated based on an employee's FTE, a leave of absence, extended time away, etc. An employee must use state compensatory time, including holiday compensatory time, within the 12 months following the end of the workweek (or quarter) in which it was earned, or it lapses. State compensatory time is not paid upon separation, but can be used in lieu of other leave types such as sick and vacation.

- [Sick Time Off](#)

Employees receive sick time off on their first day of employment and on the first day of every month after. As long as you are in any type of paid status (including paid time off) on the first the month, you will receive your sick leave accrual for that month.

If you are appointed to work full-time (40 hours per week), you earn eight (8) hours of sick time off for each month or fraction of a month. If you are appointed to work part-time (20 hours or more but less than 40 hours per week), you earn sick time off in proportion to your appointment. The amount of sick time off is determined by the percent time of your appointment on the first day of each month.

Sick time off is not subject to the new employee probationary period. You are eligible to use sick time off after your first day of employment. To request sick time off, follow your department's time off request procedures and HOP 5-4210, Sick Leave. Absences lasting longer than three days or that are expected to happen on an intermittent basis for the same reason over a period of time may be eligible under the Family and Medical Leave Act (FMLA). You may request an FMLA packet at any time and your department may request Leave Management to send you an FMLA packet based on your request to use sick leave. Unused sick time off carries forward into the next fiscal year. There is no limit to the number of hours you can carry from year to year.

- [Professional Education](#)

The Dell Medical School Professional Education Fund policy allows for time away for faculty to seek continuing education, attend conferences and meetings, etc. as outlined below, unless otherwise authorized by the Department Chair or their designee:

- Professor: 20 days per year
- Associate Professor: 15 days per year
- Assistant Professor: 10 days per year
- Instructor: 5 days per year

There are many other leave options available to employees at UT which individuals may be interested in exploring:

- [Military Leave](#)
- [Sick Leave Pool](#)
- [Other Paid Time Off](#)