

Texas Woman's University University Regulation and Procedure

Regulation and Procedure Name: Recognition Leave

**Regulation and Procedure
Number: URP: 05.450**

Policy Owner: Finance and Administration

POLICY STATEMENT

Texas Woman's University ("TWU" or "University") is committed to recognizing eligible staff employees for their outstanding performance in support of TWU's mission. The purpose of this University Regulation and Procedure is to provide guidelines for the application of Recognition Leave with pay in accordance with state law. Section 661.911 of the Texas Government Code authorizes Recognition Leave not to exceed thirty-two (32) hours during a fiscal year.

APPLICABILITY

This policy is applicable to TWU Staff.

DEFINITIONS

1. "Outstanding Performance" means an overall "Exceptional" rating on the employee's most recent performance evaluation, the successful completion of a special project of significant importance to warrant special recognition, or an exceptional contribution to TWU exceeding or beyond that which is normally expected.
2. "Fiscal Year" means the 12-month period beginning September 1 and ending through the following August 31.
3. "Staff" means each classified, administrative, and professional employee who is appointed to work in a regular full time or regular part time position, excluding students employed in positions for which student status is required as a condition of employment and those employees holding teaching and/or research positions classified as faculty.

REGULATION AND PROCEDURE

I. Recognition Leave

Paid time off may be granted to staff employees as a reward for outstanding performance. The employee must not have any disciplinary actions in the immediately preceding twelve (12) months in order to be eligible for Recognition Leave. Recognition Leave is an award and should not be considered an employee entitlement.

II. Procedure

- A. Outstanding performance does not guarantee Recognition Leave. Recognition Leave must be recommended by the employee's supervisor and the approval documented on the Recognition Leave Application and Approval Form. The Division Vice President or Division Head maintains approval authority for the granting of Recognition Leave within their division. No more than thirty-two (32) hours of Recognition Leave may be granted to an employee per fiscal year. Recognition Leave must be granted in eight (8) hour increments and may be up to thirty-two (32) hours based on the complexity and length of the project.
- B. Recognition Leave must be taken within twelve (12) months of the award. The employee must be notified of the award and the expiration date of the leave.
- C. Student employees and temporary employees are not eligible to be awarded Recognition Leave.
- D. Awards of Recognition Leave may not be converted to any other type of leave.
- E. Employees must request to use awarded Recognition Leave through normal departmental procedures.
- F. Recognition Leave will not be transferred or paid should the employee transfer to another TWU department, state agency, or Texas institution of higher education. It also will not be paid upon termination from the University or to the estate of a deceased employee.
- G. Departments will maintain a Recognition Leave file to record information on employees who have been granted Recognition Leave and to record when this leave has been used.

REVIEW

This policy will remain in effect and published until it is reviewed, updated, or archived. This policy is to be reviewed once every six years. Interim review may be required as a

result of updates to federal and state law or regulations, Board of Regents policies, or internal processes or procedures.

REFERENCES

None

FORMS AND TOOLS

[Recognition Leave Application and Approval Form](#)

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