

**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

The purpose of this University Regulation and Procedure is to clarify the application of Recognition Leave with Pay. Section 661.911 of the Texas Government Code authorizes that Recognition Leave not exceed 32 hours during a fiscal year.

APPLICABILITY

This policy is applicable to TWU Employees.

DEFINITIONS

1. "Outstanding Performance" means an overall rating of outstanding on the employee's most recent performance evaluation.
2. "Fiscal Year" means the 12 month period beginning September 1 and ending through the following August 31.
3. "Eligible Employee" means all regular full-time and regular part-time staff employees.
4. "Exceptional Contribution" means a contribution exceeding or beyond that which is normally expected; extraordinary depth of effort of meeting department or university goals.

REGULATION AND PROCEDURE

I. Recognition Leave

Paid time off may be granted to employees as a reward for outstanding performance as documented by an employee performance evaluation or to employees that have made exceptional contributions in the performance of special

projects of importance. The employee must not currently be subject to formal disciplinary action. 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 supervisor and the approval documented on the Recognition Leave Application and Approval Form. The division Vice President maintains approval authority for the granting of Recognition Leave within that division. No more than 32 hours of Recognition Leave may be granted to an employee per fiscal year. Recognition Leave may be granted at a minimum of eight hour increments and can be up to 32 hours based on the complexity and length of the project.
- B. The leave must be taken within 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 with pay.
- D. Paid time off may be granted to employees as a reward for outstanding performance as documented by an employee performance evaluation or to employees that have made exceptional contributions in the performance of special projects of importance. The employee must not currently be subject to written disciplinary action.
- E. Awards of Recognition Leave with Pay must be taken within 12 months of the award and may not be converted to any other type of leave.
- F. Employees may request to use awarded Recognition Leave with Pay through normal departmental procedures.
- G. Recognition Leave may not be transferred or paid should the employee transfer to another TWU department, or state agency or state institute of higher education. It also will not be paid upon termination from the University or to the estate of a deceased employee.
- H. Departments will maintain a Recognition Leave with pay 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](#)

<p>Publication Date:</p> <p>Next Review:</p>
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