Birthday Leave Procedures

The following provisions apply:

- Must be employed six months prior to birthday.
- Full-time staff is granted 8 hours of leave with pay.
- The time off may be taken on any one day within an employee’s birth month as long as the absence is approved by the employee’s supervisor prior to the day off.
- Also, if due to workload the employee is unable to take a day off during their birth month, the supervisor may authorize it to be carried over to the next month; this is an exception, not the standard.

All employees will request Birthday Leave as they do vacation and sick leave within the LeaveTraq System at [http://sso.tamus.edu/logon.aspx](http://sso.tamus.edu/logon.aspx). The employee will select the following:

1. Click on “Request Leave”
2. Complete the Start Date & Time and End Date & Time fields
3. Select the number of hours requested (note: Hours requested cannot be more than 8 hours and employees who work a flexible schedule of more than 8 hours in a day should request vacation for the remaining hours)
4. Under Leave Type, Select “Leave of Absence with Pay”
5. Select “Other Emergencies”
6. Input “Birthday Leave” in the Description Field
7. Click on Save Item
8. Check the box agreeing that you have read and agree to the Certification Statement
9. Click Submit for Approval

Central LeaveTraq Administrators are responsible for ensuring that it is the employee’s birth month and that the employee has not already requested Birthday Leave for that calendar year before processing the LeaveTraq request.