



VACATION LEAVE

The accrual rate is based on total State of Texas employment. New employees will have a 6-month waiting period to use vacation leave if no prior State of Texas service.

Years of State Service	Hours accrued per month for full-time employees	Maximum Hours carried over from one fiscal year to the next for full-time employees
Less than 2 years	8	180
2 but less than 5 years	9	244
5 but less than 10 years	10	268
10 but less than 15 years	11	292
15 but less than 20 years	13	340
20 years but less than 25	15	388
25 years but less than 30	17	436
30 years but less than 35	19	484
35 years or more	21	532

SICK LEAVE

Regular employees earn sick leave at the rate of eight (8) hours per month of service. Part-time, benefits eligible employees, earn sick leave in the same proportion as their work month is to full-time employment. Sick leave may be accumulated without limit and there is **no waiting period** before sick leave may be taken.

Sick leave may be taken when sickness, injury, or pregnancy and confinement prevent the employee's performance of duty, or when a member of the employee's immediate family is actually ill. For purposes of sick leave, immediate family is defined as "those individuals related by kinship, adoption, marriage, or foster children who are so certified by the Department of Human Services and who are living in the same household." If a family member does not reside in your household, use of your sick leave is strictly limited to the time necessary to provide care and assistance to your child or parent that needs such care and assistance as a direct result of a documented medical condition.

To review all available leaves of absence, [click here](#).