

Records FAQs

How long is my probationary period?

There is no probationary period for employees transitioning from UT MED.

How soon can I use vacation or sick leave?

As of your first date of hire.

How much sick leave is accrued?

All eligible full time employees earn 8.0 hours of sick leave each month.

All eligible part time employees earn according to their proportionate percent of employment.

What are the vacation accrual rates?

Full-time employees accrue vacation leave and may carry it forward from one fiscal year to the next in accordance with the following schedule:

LENGTH OF STATE SERVICE	HOURS ACCRUED PER MONTH	ALLOWABLE CARRY-OVER
Less than 2 years	8	180
At least 2 but less than 5 years	9	244
At least 5 but less than 10 years	10	268
At least 10 but less than 15 years	11	292
At least 15 but less than 20 years	13	340
At least 20 but less than 25 years	15	388
At least 25 but less than 30 years	17	436
At least 30 but less than 35 years	19	484
At least 35 years or more	21	532

An eligible part-time employee accrues vacation leave on a proportionate basis. The maximum amount of vacation leave a part-time employee may carry forward from one fiscal year to the next is also on a proportionate basis.

What is Personal Leave?

An eligible full time employee will be entitled to personal leave earned three times per year in January, May and September.

What are my leave balances when I transition from UT MED?

Your department will have the most current information. The HR Records department can also be contacted for assistance.

Who is eligible for holiday pay?

All employees appointed at least twenty (20) hours per week for a period of four and one-half (4½) months or more in positions not requiring student status are entitled to holidays as provided by state law and approved annually by the Chancellor of The University of Texas System.

What is prior state service?

Service months earned from employment with UT Components or Texas State Agencies.

How soon will my prior state service be reflected in the system?

It depends on turnaround response time from the state agency or UT Component.

What is Longevity (CIP) Pay?

Longevity pay is monies paid to employees that qualify based on the length of service with the state. Employees can receive \$20.00 for every 2 years of state service.

What requirements are needed for Longevity (CIP) Pay?

An Employee must be in a non-academic position.

Must be a full-time employee and have already accrued 24 months of service to start receiving longevity payment.

When will my direct deposit become effective?

Depending on your date of hire, you must have sent the request by the 10th of that month for it to be effective the following month. If payroll receives your request after the 10th, it will take an additional month.

Start Date 5/11/09, submitted after 5/10, direct deposit starts on 7/1/09.

Start Date 7/06/09, submitted before 7/10, direct deposit starts on 8/1/09.

Start Date 7/06/09, submitted after 7/10, direct deposit starts on 9/1/09.