

## 31.03.03.W1.99 Meritorious Leave Award



Supplements System Policy 31.03  
Supplements System Regulation 31.03.03  
Approved December 16, 2010  
Current Revision September 11, 2023  
Next Scheduled Review September 11, 2028

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### Procedure Summary

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The purpose of this procedure is to assist with guidelines for awarding meritorious leave. In those years in which the university is not able to award merit salary increases of one percent or more, and if financial conditions permit, then in the place of merit increases, per Texas A&M University System Regulation 31.03.03, the university will award up to eight (8) hours per fiscal year to staff employee who meet the conditions specified below.

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### Procedure

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#### 1. MERITORIOUS LEAVE AWARDS

- 1.1 A meritorious leave award may be granted to a staff employee in recognition of superior performance that advances the mission of West Texas A&M University.
- 1.2 An employee may be granted eight (8) hours of merit award to be added to the employee's administrative leave. However, the leave must be taken between the President's approval and the end of the fiscal year.

#### 2. REQUIREMENTS

- 2.1 Each Vice President can designate eight (8) hours of meritorious leave per fiscal year for up to ten percent (10%) of their staff employees within the division.
- 2.2 To be eligible, employees must score at least significantly exceeds expectations or higher, as noted on the prior year's employee performance evaluation scoring sheet.

- 2.3 An employee must have been employed by the University for the four-months immediately preceding the evaluation.

### **3. SUPERVISOR'S RESPONSIBILITIES**

- 3.1 Supervisors can nominate an employee for an 8-hour meritorious leave award by sending a copy of the employee's performance evaluation and score sheet, with a written explanation of why the person deserves the award to the Deans/Department Head. The nomination must be received by the Dean/Department Head no later than the first business day in April.
- 3.2 The Dean/Department Heads must review the nominations once received and either forward it on to the Vice President or decline the nomination by no later than the 15<sup>th</sup> of April.
- 3.3 By the first of May, Vice Presidents must review all nominations and choose no more than ten percent of their staff employees' evaluations to send to the President for review.
- 3.4 The President holds the final decision on whether an employee will receive the award. A final decision on employees receiving the award will be completed by the last business day in May.

### **4. PROGRAM EVALUATION**

- 4.1 The effectiveness of the program and the amount of the award shall be evaluated by the Vice President of Business and Finance and the President after each fiscal year.

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## **Related Statutes, Policies, or Requirements**

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[System Regulation 31.03.03, Leaves of Absence with Pay](#)

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## **Definitions**

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None

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## **Appendix**

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None

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## Revision History

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Approved December 16, 2010  
Revised March 23, 2011  
Revised April 1, 2017  
Revised September 11, 2023

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## Contact Office

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Human Resources/Payroll Department  
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## Approval Office

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(806) 651-2100

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## Approval Signature

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9-13-2023

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President/CEO

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Date