



TEXAS TECH UNIVERSITY

Operating Policy and Procedure

OP 70.45: Vacation Leave

DATE: January 3, 2024

PURPOSE: The purpose of this Texas Tech University (University) Operating Policy/Procedure (OP) is to establish policy for Vacation Leave available to all System and University regular staff and 12-month faculty employees.

REVIEW: This OP will be reviewed in December of odd-numbered years by the Associate Vice President for Human Resources, System Vice Chancellor and General Counsel, and System Office of Equal Opportunity with substantive revisions forwarded to the University President.

POLICY/PROCEDURE

Employee leave is governed by Texas Tech University [System Regulation 07.12](#).