

- a.) The ending date of an appointment or the date on which an appointment is terminated may include a holiday, Saturday or Sunday which immediately follows the last day of work except when the holiday, Saturday, or Sunday is the first day of a new calendar month.
- b.) The ending date of an appointment may include, as an exception, vacation leave entitlement in lieu of a lump sum payment only if agreeable to the employing department and the Vice President for Human Resource Services.
- c.) When the resignation date has been determined in accordance with preceding paragraph, the additional days provided may not be included unless the employee has performed all of the customary duties of the position for all of the official working days, except those used for vacation, in the month during which the employment is to end.

3. **Unbroken Service:** The following conditions will not constitute a break in an employee's continuity of employment.

The Records Section of Human Resource Services

- a.) Termination followed by immediate reappointment without loss of payroll time.
- b.) Termination to enter military service followed by reappointment within ninety (90) days after honorable discharge or release from military service.
- c.) Transfer of the employee without loss of payroll time from another State agency.
- c.) Being placed in a leave-without-pay status.

4. **Broken Service:** The following conditions will constitute a break in the employee's continuity of service.

The Records Section of Human Resource Services

- a.) Termination followed by a loss of payroll time before reappointment.
- b.) Termination to enter military services and failure to request reappointment within ninety (90) days of honorable discharge or release from military service.

- c.) Failure to be re-appointed in succeeding years to a twelve month position on the health science center payroll.

- d.) Transfer of the employee to other State-supported colleges or universities or other State departments or agencies where there is a loss of payroll time between the employee's resignation and reappointment.

References and Cross-references.

Texas Government Code, § 613.002

Forms and Tools.

None

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