**Outstanding Performance FSS/PPS 04.13**

**Leave Award Issue No. 1**

**Effective Date: 10/12/2021**

**Next Review Date: 01/01/2024 (E3Y)**

**Sr. Reviewer: Vice President for Finance and Support Services**

**POLICY STATEMENT**

*Texas State University is committed to providing recognition to employees for their distinguished services and contributions.*

1. **PURPOSE**
   1. Under the provisions of [UPPS No. 04.04.30](https://policies.txstate.edu/university-policies/04-04-30.html), University Leave Policy, Section 10.01, department heads may grant an Outstanding Performance Leave Award to eligible employees. In the division of Finance and Support Services (FSS), the vice president for FSS (VPFSS), or designee, may grant Outstanding Performance Leave Awards to eligible employees.
2. **ELIGIBILITY CRITERIA AND AWARD PROCEDURES**
   1. To be eligible for an Outstanding Performance Leave Award, employees must not have any disciplinary actions in the immediately preceding 12 months and must have received a performance review that indicates they are merit eligible. New employees who have not yet received an annual performance review may be granted outstanding performance leave.
   2. Outstanding performance leave may be awarded for any of the following criteria:
3. assuming additional responsibilities or workloads for an extended or temporary period of time;
4. leading or making a significant contribution to a strategic initiative;
5. developing or improving a process that increases efficiency, effectiveness, or enhances the quality of our services or programs; and
6. providing outstanding customer service.
   1. Not less than four and no more than 16 hours of outstanding performance leave may be awarded for a single achievement identified above. No employee shall receive more than 32 hours in total of the leave described in Section 10. of [UPPS No. 04.04.30](https://policies.txstate.edu/university-policies/04-04-30.html), University Leave Policy in a single annual performance review cycle.
   2. Outstanding performance leave must be used within one year of award. If not used within one year, the leave will be forfeited. Unused outstanding performance leave time is not compensable upon termination of employment.
   3. Outstanding performance leave may be used for any purpose, with prior appropriate supervisory approval, consistent with leave procedures outlined in [UPPS No. 04.04.30](https://policies.txstate.edu/university-policies/04-04-30.html), University Leave Policy.
   4. Outstanding performance leave balances will be tracked by the department time administrator.
   5. The VPFSS will make the final determination on any questions that may arise concerning the implementation and administration of the outstanding performance leave program for the FSS division.

**03. REVIEWERS OF THIS PPS**

03.01 Reviewers of this PPS include the following:

Position Date

Vice President for Finance Jan 1 E3Y

and Support Services

Assistant Vice President for Jan 1 E3Y

Human Resources

**04. CERTIFICATION STATEMENT**

This PPS has been approved by the following individuals in their official capacities and represents Texas State Finance and Support Services policy and procedure from the date of this document until superseded.

Vice President for Finance and Support Services; senior reviewer of this PPS