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| **Years of Eligible Employment****(State of Texas)** | **Months** | **Vacation Earned Monthly** | **Vacation Earned Annually** | **Allowable Carry Over** |
| Less than 2 years  | 0-24 | 8 | 12 days | 180 hours |
| 2 years but less than 5 years | 25-60 | 9 | 13.5 days | 244 hours |
| 5 years but less than 10 years | 61-120 | 10 | 15 days | 268 hours |
| 10 years but less than 15 years | 121-180 | 11 | 16.5 days | 292 hours |
| 15 years but less than 20 years | 181-240 | 13 | 19.5 days | 340 hours |
| 20 years but less than 25 years | 241-300 | 15 | 22.5 days | 388 hours |
| 25 years but less than 30 years | 301-360 | 17 | 25.5 days | 436 hours |
| 30 years but less than 35 years | 361-420 | 19 | 28.5 days | 484 hours |
| 35 years and over | 421+ | 21 | 31.5 days | 532 hours |
|  |

**What if I am not a full-time employee (100% FTE)?**

The maximum allowable vacation carry over is in proportion to full-time equivalency (FTE). For example, if you work 50% and have 4 years of eligible employment you can carry over 122 hours. If you work at 75% and have 4 years of eligible employment you can carry over 183 hours.