

TERMINAL PAY

When an individual ceases to be an employee of the University, any unused annual or holiday leave as of his/her last duty date shall be liquidated by a lump sum payment not to exceed 30 working days, or 240 hours. Final payment shall include all monies due up to and including the last day of work, which shall be the employee's date of termination, subject to any applicable setoffs or withholding.

An employee who receives terminal pay for unused annual and holiday leave may not return to state employment until the number of days for which he/she received additional compensation has expired.

When an individual dies while an active employee, his/her estate or beneficiary will be paid any amount due for unused holiday and annual leave up to sixty days or 480 hours.

July 1, 2023 (Revised)

April 26, 2019 (Revised)