

## PAYMENT OF LEAVE UPON TERMINATION

Termination Payouts – Departments must notify Human Resources (HR) via Electronic Personnel Action Form (ePAF) when an employee has terminated employment. Leave payouts are processed on the 2nd pay date following the last paycheck the employee received for regular wages. This allows the department sufficient time to verify that no overpayment has occurred, that all leave balances are accurate, and that all UCF property has been returned prior to a leave payout. Additionally, if the employee returns to a line position with the university during this time, they may be eligible to retain their leave balances.

Example:

-02/01/2016 - Employee's last day worked

-02/11/2016 - Pay period ends

-02/19/2016 - Last paycheck for regular wages paid

-02/25/2016 - Dept verifies pay, leave and property records by this paydate

-03/18/2016 - Leave payout processed on this paydate

[\\*Payout may be subject to the UCF 401\(a\) Special Pay Plan](#)

### Annual Leave –

- USPS Non-Exempt employees who have less than 6 months of service, or who have not attained regular (permanent) status are not eligible for payment of Annual Leave.
- USPS Non-Exempt employees who have attained regular status are eligible for payment for up to 240 hours of Annual Leave.
- Exempt USPS, A&P Exempt and Non-Exempt, and 12 month Faculty are eligible for payment for up to 352 hours of Annual Leave.
- Executive Service employees are eligible for payment for up to 480 hours of Annual Leave. Sick

### Leave –

- Employees must have at least 10 consecutive years of creditable service in order to receive a Sick Leave payout for one quarter of unused Sick Leave hours that were earned after October 1, 1973 (not to exceed 480 hours). Employees who have unused Sick Leave hours that were earned prior to October 1, 1973, are eligible for payment for one-eighth of the pre-73 Sick Leave balance.

Compensatory Leave hours are paid out as follows:

- Overtime Compensatory Leave – All hours in increments
- Special Compensatory Leave – All hours in increments

### Personal Holiday –

- The Personal Holiday is forfeited if not used prior to Termination.