

LUMP SUM TERMINAL PAY

When an individual ceases to be an employee of the University, any unused annual leave as of his/her last duty date shall be liquidated by a lump sum payment not to exceed thirty working days, inclusive of holidays.

Accrued unpaid leave shall be calculated as follows: divide the annual salary rate (or twelve times the monthly salary rate) by 260 to obtain the daily rate; multiply the daily rate by the number of days of accrued unpaid leave (to a maximum of thirty days). This shall be the amount of lump sum payment due for unused leave.

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.

The position being vacated may be filled on the day following the date of termination, provided all aspects of the University's Affirmative Action and Equal Employment Opportunity Plans have been met.

March 7, 1980 (Revised)
April 9, 1976 (Revised)
November 17, 1975