

Employee Benefits

Unused Sick Leave at Retirement

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LAST REVIEWED: 08/18/08

PURPOSE: To set policy concerning the payments to staff members for unused sick leave at retirement.

RESPONSIBILITY: The Vice President for Human Resources is to ensure compliance with this policy.

POLICY:

Each staff member of the University who has been granted sick leave under the terms and conditions similar to classified staff members of the State shall be entitled to receive a lump sum payment for unused sick leave as prescribed below upon retirement from the Public Employees' Retirement System (PERS), Police and Firemen's Retirement Systems (PFRS) or the Alternate Benefit Program (ABP). A University staff member who elects a deferred retirement shall not be eligible for such compensation.

The unused accumulated sick leave of personnel transferring to the University from an approved State agency shall be carried over if so certified by the transferring agency at the time of transfer.

The unused sick leave payment shall be computed at the rate of one-half of the eligible staff members' daily rate of pay for each day of unused sick leave based upon the average annual compensation received during the last year of employment prior to the effective date of retirement. The staff member's department is responsible for such payments. In no case shall these payments exceed \$15,000.00.

Staff members must schedule a meeting with their campus Benefits Office to discuss the retirement procedure, including the payout of unused sick leave compensation, if applicable.

The campus Benefits Office shall review and approve all applications for lump sum payment for unused sick leave. Eligible unused sick leave balances on the payroll system will be paid out according to policy.

The campus Benefits Office shall establish and maintain all records necessary for the efficient management of this program and ensure that proper payments are made in all cases of valid claims.

by direction of the President

Vice President for Human Resources