**Effective Date:** This policy is in effect beginning January 8, 2018. Employees retiring or resigning prior to January 8, 2018 are not subject to this policy.

**Policy:** The purpose of this policy is to establish guidelines for the administration of vacation cash payouts and treatment of vacation balances upon movement, retirement or termination of employment at University of Wisconsin-River Falls.

**Procedure:** According to the UW System UPS Operational Policy BN 1 Vacation, Paid Leave Banks, and Vacation Cash Payouts: Faculty, Academic Staff, Limited Appointees, and University Staff who meet eligibility requirements and who retire or terminate employment are eligible to receive a lump sum payment of any remaining vacation and/or banked leave hours (formerly Annual Leave Reserve Account or classified sabbatical).

If the termination is not the result of layoff or termination for cause, UW-River Falls will allow the employee to extend their termination date for up to 90 calendar days beyond the last day worked by utilizing accrued vacation and/or banked leave hours. Any remaining vacation or banked leave hours will be paid out as a lump sum according to the calculation method specified in OP: BN 1.

If a UW-River Falls employee moves from one leave-earning position to another leave-earning position within UW-River Falls, all accrued vacation, vacation carryover and/or banked leave hours will move with the employee.

If an employee moves to a new appointment that is not eligible to earn vacation, the balance of the accrued vacation and paid leave bank will be paid out as a lump sum at the end of the vacation earning position, utilizing the calculation as outlined in UWS Financial Policy F29.

When an employee moves from one UW System institution to another or moves to a State of Wisconsin agency, any current vacation earned during the calendar or fiscal year shall transfer to the new leave-eligible appointment. The new hiring authority will determine if vacation carried over from a prior year and/or banked leave hours will be transferred to the new appointment. Any leave not accepted
by the hiring institution or agency shall be paid by UW-River Falls to the employee as a lump sum.

**Authority**
The UW-River Falls Chancellor approves this policy in accordance with the Administrative Policy process. The Assistant Chancellor for Business and Finance is responsible for the substance of, and compliance with all administrative policies. The Policy Owner (Responsible Office) is responsible for the administration and maintenance of this policy. Request an exception to this policy by writing to administrative-policy@uwrf.edu.

**Sanctions and Appeals Process**
Failure to adhere to the provisions of this policy may result in appropriate disciplinary action as provided under existing procedures applicable to students, faculty, and staff, and/or civil or criminal prosecution.

**University Responsibilities**
Human Resources is responsible for administration of this policy.

**Related Documents**
UPS Operational Policy: BN 1 Vacation, Paid Leave Banks, and Vacation Cash Payouts

**Contact**
Please direct questions about this policy to administrative-policy@uwrf.edu.