

Cashing Out Annual Leave- Employees are eligible to receive a lump-sum payment upon separation when they have completed at least six months of continuous and creditable employment with USF. Supervisors or department heads may require that an employee use some or all of his/her annual leave before termination.

The UFF/BOT collective bargaining agreement states that, for "in-unit Faculty and Administration employees, cash out (payment) will be made for unused annual leave"...provided that a determination has been made by the President or representative that the employee was unable to reduce the unused annual leave balance prior to separation." Heads of units and supervisors serve as representatives of the President in matters of attendance and leave. As such, they may provide an opportunity for an in-unit employee to use leave prior to the effective date of the employee's separation.

Similarly, an Academic Dean or Administrative Director or a supervisor of an out-of-unit employee who is terminating may provide an opportunity for the employee to use leave prior to the effective date of separation.

Upon separation, Staff, 12-month Faculty, Administration, and Executive Service employees are eligible to receive a lump-sum payment of unused annual leave not to exceed these amounts:

- Staff Employees: When eligible, payment is made for all unused annual leave not to exceed 240 hours (all hours in excess of 240 are forfeited); or
- Administration and 12 month Faculty: Payment is made for all unused annual leave not to exceed 352 hours (all hours in excess of 352 are forfeited)
- Executive Service: Payment is made for all unused annual leave not to exceed 480 hours (all hours in excess of 480 are forfeited)

Employees Entering DROP - When an active Staff, Administration, 12-month Faculty and Executive Service employee enrolls in the Deferred Retirement Optional Program (DROP), the employee may elect to be paid up to the year-end maximum of their unused annual leave. The payment of unused annual leave under this provision will not constitute a break in service.

- When the employee elects to receive the maximum year-end payment, any hours in excess of that year-end maximum are not forfeited and remain available for his/her use. The employee is not eligible for any further cash out of unused annual leave hours.
- When the employee elects to receive payment for unused annual leave hours and the total number of hours does not equal the year-end maximum for the employee's pay plan, any unused hours remaining are available for his/her use. The employee is eligible for additional cash out of unused annual leave upon separation from employment provided the two cash outs do not exceed the total hours authorized for the employee's pay plan.

Cashing Out Sick Leave - An employee with ten (10) or more years of continuous service in an established position who has not participated in the University's Early Sick Leave Payout Program and who was employed prior to January 1, 2014, shall be paid for one-fourth of all unused accrued sick leave, up to a total of 480 hours. An employee who was hired on or after January 1, 2014 or who has less than ten (10) years of continuous service in an established position at the time of separation will not be paid for any unused sick leave and such leave shall be forfeited. Payment will be made based on the employee's final hourly rate of pay. All eligible employees will be compensated for unused sick leave in the following manner:

- One eighth (1/8) of all unused sick leave accrued prior to 10/1/73 (when applicable), plus
 - One fourth (1/4) of all unused sick leave accrued after 10/1/73, not to exceed 480 hours. In no situation will leave in excess of 480 hours be paid. An employee whose separation is the result of any of the following acts will not be paid for any unused sick leave even though the employee has completed 10 years of service: Is found guilty in a court of competent jurisdiction of committing, aiding, or abetting any embezzlement, theft, or bribery in connection with university employment;
 - Has admitted to committing, aiding, or abetting any embezzlement, theft, or bribery in connection with State government; or
 - Is found guilty by a court of competent jurisdiction of having violated any State law against or prohibiting strikes by public employees.

Cashing Out Compensatory Leave

Regular Compensatory Leave- When an employee has accrued 120 hours of regular compensatory leave and is required to work additional overtime hours due to an extraordinary work situation, the Vice President (who may delegate to the Dean/Director) may authorize payment for the regular compensatory leave earned in excess of 120 hours. The payment should be certified for payment as quickly as possible following the pay period in which the overtime hours were worked. .
When the employee separates employment, retires, or dies (s)he will forfeit any unused regular compensatory leave hours.

Overtime and Special Compensatory Leave

Overtime Compensatory Leave - Staff non-exempt employees are eligible to receive payment for unused overtime compensatory leave upon separation or at any time during the employee's active employment as determined by the practice of the organizational unit. The maximum cash out of overtime compensatory leave is not to exceed 120 hours.

Special Compensatory Leave- Staff exempt, Staff non-exempt and Administration employees are eligible to receive payment for unused special compensatory leave upon separation or at any time during the employee's active employment, as determined by the practice of the organizational unit. The maximum cash out of special compensatory leave is not to exceed 120 hours.

Administration and Executive Service employees, who have performed duties on a holiday and separate employment prior to being given equivalent time off, will be paid for any holiday hours worked within the previous 12-month period and will forfeit any other delayed holiday hours.

Cash payment for unused overtime and special compensatory leave is made to an employee:

- Within one year of the date of accrual (e.g., any hours earned that were not used by the employee within 12 months of their being earned should be cashed-out);
- Upon an employee's appointment to another organizational unit (college/division) within the university (paid by the current, not receiving unit);
- When the employee is appointed to a position in a Faculty or Administration class or is appointed on a Temporary line;
- When the employee is appointed to a position in an exempt Staff class (for overtime compensatory leave only);

- Upon an employee's separation from the university; or
- At any other time sooner than the above situations when the Dean/Director deems it necessary/appropriate in accordance with the internal operating procedures of the employee's organizational unit.

Calculation of Cash Payment for Unused Leave - Cash-out for overtime and special compensatory leave is calculated at the employee's regular rate of pay. There are no provisions for the cash payment of regular compensatory leave. Any such unused leave is forfeited upon an employee's separation from the university.