



Payment of Time Off Balances Upon Termination

Termination Payouts

Departments must notify Human Resources (HR) via Workday when an employee has terminated employment. Time off 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 time off balances are accurate, and that all UCF property has been returned prior to a time off payout. Additionally, if the employee returns to a line position with the university during this time, they may be eligible to retain their time off balances.

Example:

- 02/05/2024 Employee's last day worked
- 02/15/2024 Pay period ends
- 02/23/2024 Last paycheck for regular wages paid
- 03/08/2024 Dept. verifies pay, time off and property records by this pay date
- 03/22/2024 Time off payout processed on this pay date

Annual Time Off

- USPS Non-Exempt employees who have less than one year of service, or who have not attained regular (permanent) status are ineligible for payment of annual time off.
- USPS Non-Exempt employees who have attained regular status are eligible for payment for up to 240 hours of annual time off.
- Exempt USPS, A&P Exempt, A&P Non-Exempt (Overtime Eligible), and 12-month Faculty are eligible for payment for up to 352 hours of annual time off.
- Executive Service employees are eligible for payment for up to 480 hours of annual time off.

Sick Time Off

Employees must have at least 10 consecutive years of creditable service in order to receive a sick time off payout for one quarter of unused sick time off hours that were earned after October 1, 1973 (not to exceed 480 hours).

Compensatory Leave Balances – Law Enforcement Officers (UNL group covered by PBA) are paid as follows:

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

Personal Holiday

The Personal Holiday is forfeited if not used prior to termination.