



## Policy Directory

Responsible Division: Finance and Administrative Services  
Responsible Office: Human Resources  
Issue/Revision Date: 12/01/2017

## **Terminal Leave**

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### Policy:

Upon termination of employment, each employee shall be paid for unused personal leave not to exceed 30 days/240 hours. Upon termination of employment, unused personal leave in excess of 30 days/240 hours shall be counted as creditable service for purposes of PERS. Major medical leave is not available for payment upon termination, however, accrued major medical leave shall be counted as creditable service for purposes of PERS. Should a deceased employee have an accumulated personal leave credit, remaining unused personal leave shall be paid to the person designated by the employee for this purpose or, in the absence of such designation, to the beneficiary of such employee as recorded with PERS.

The date of termination for retirement purposes occurs when the employee is no longer performing any work and has no plan or intention to return to work. Note that terminations submitted and approved prior to cut-off dates will be processed with the next scheduled pay period. Those terminations not received by cut-off will be processed and paid (less any appropriate deductions) with the subsequent payroll period.