



Approved by: Chancellor's Cabinet

Date: 2/16/2022

Michael Alexander, Chancellor

Effective Date: October 10, 2016

Amended: February 8, 2022

PAID LEAVE BANK AND VACATION PAYOUTS

HR-14-16-4

The purpose of this policy is to establish the administration of paid leave bank and vacation payouts and treatment of accrued balances upon movement, retirement or termination of employment at the University of Wisconsin-Green Bay.

In accordance with [UW System Administrative Policy 1210](#), Faculty, Academic Staff and University Staff who retire or terminate employment are eligible to receive a lump sum payment of any remaining vacation and/or banked leave hours (formerly ALRA or classified sabbatical). If the termination is not the result of layoff or dismissal for cause, it is the institutions discretion to allow employees to extend their termination date beyond the last day worked by vacation and/or banked vacation hours.

UPON HIRE

Employees hired to UW-Green Bay from another UW System institution or State of Wisconsin agency shall have all carry over vacation and/or banked leave hours paid out by the prior employer. It is UW-Green Bay's practice not to accept vacation carryover and/or banked leave hours from an employee's prior employment, unless an exception is granted by the Chancellor.

VACATION LIMITS FOR GRANT FUNDED POSITIONS

Employees hired into fixed term terminal appointments with grant funding must use the annual vacation allocation within the fiscal year it is earned. Any unused vacation time at the end of each fiscal year will be forfeited. Fixed term terminal grant funded appointments do not have the ability to carryover vacation between fiscal years as outlined within [UW System Administrative Policy 1210](#) unless an exception is granted by the Chancellor.

RESIGNATION/RETIREMENT

As of October 1, 2016, employees who resign or retire from UW-Green Bay will end employment on their last day physically worked and any remaining vacation or banked leave hours will be paid out as a lump sum according to the calculation method specified in [UW System Administrative Policy 1210](#). This practice was established in an effort to reduce the fiscal and operational impact to departments, while establishing a consistent administration of accumulated paid leave bank and vacation payouts.



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The intent of this policy is to ensure that employees are working consistently through the end of their employment. Therefore, paid leave cannot be used to extend an employee's time in pay status for benefits purposes in the period preceding a separation date (i.e. an individual cannot take a significant number of consecutive days off leading up to their termination date, return for a short period of time and then separate from the University) unless an exception is granted in writing by the Chancellor.

INTERNAL MOVEMENT

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

EXTERNAL MOVEMENT

If a UW-Green Bay employee moves from one UW System institution to another or moves to a State of Wisconsin agency, any vacation earned during the calendar or fiscal year shall transfer to the new leave-eligible appointment. The new employer will determine if vacation carried over from a prior year and/or banked leave hours will be transferred to the new employer. Any carry over or banked leave time not accepted by the new employer shall be paid by UW-Green Bay to the employee as a lump sum on their final payroll.