



Approved by: Vice Chancellor of Business
and Finance

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Sheryl Van Gruensven

PAID LEAVE BANK AND VACATION PAYOUTS HR-14-16-4

The purpose of this policy is to establish the administration of accumulated 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 [Operational Policy BN 1](#), 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 institution's 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 by 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.

RESIGNATION/RETIREMENT

As of November 1, 2016, employees who resign or retire from UW-Green Bay will end their 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 [OP: BN 1](#).

Current employees who submit resignation notice not later than December 31, 2016 will be eligible for limited continuation of the current policy regarding payroll extension through the use of "banked leave and vacation eligibility" so long as the requesting employee's last day on payroll is not later than June 30, 2017.



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.