



Cashing Out Unused Leave Balances

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 the USF System. Management may require an employee to use some or all of his/her annual leave before termination.

Upon separation, 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 exceed 352 hours (all hours in excess of 352 are forfeited): or
- Executive Service: Payment is made for all unused annual leave not to exceed 480 hours (all hours in excess of 480 are forfeited).

Sick Leave:

An employee who has completed 10 or more years of service is eligible to receive payment for unused sick leave, regardless of the pay plan in which employed. The employee will receive one –fourth (1/4) of all unused sick leave accrued after 10/01/1973, not to exceed 480 hours. An employee with less than 10 years of service will not be paid for any unused sick leave. An employee who left the university and cashed out a sick leave payout in the past must complete an additional 10 years of service before he/she is eligible to receive another sick leave payout. Payment will be made based on the employee's final hourly rate of pay.

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.

A [Salary Reduction Agreement Lump Sum Rollover](#) form will need to be completed if the employee would like to rollover the lump sum into either an annuity or deferred compensation or both. When the form is completed it should be sent to the Human Resources Office.