



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP OP: 70.30, **Lump Sum Payment of Accrued Vacation Leave to Terminating Employees**

PURPOSE: The purpose of this Health Sciences Center Operating Policy El Paso and Procedure (HSCEP OP) is to establish the policy for payment of lump sum vacation leave to employees terminating employment at TTUHSCEP.

REVIEW: This TTUHSCEP OP will be reviewed on August 1 of each odd-numbered year (ONY) by the Executive Director for Human Resources (EDHR), with recommendations for submitted to the Chief Financial Officer by August 15.

POLICY/PROCEDURE:

1. It is the election of TTUHSCEP to pay accrued vacation leave by lump sum payment to terminating employees. The only exceptions to this policy will be determined by the Executive Director for Human Resources using the following principles:
 - a. Terminal leave granted may not extend beyond the last calendar day of the month in which the employee last worked.
 - b. The granting of terminal leave may be made to facilitate a transfer between TTUHSCEP and any other State of Texas agency or department in order to ensure the direct transfer of an employee. In such cases, the terminal leave may extend into the next month, if necessary, to facilitate uninterrupted state service.
2. The effective date of all terminations will be shown as the last day worked unless Section 1.a. or 1.b. applies. Departments will ensure that the terminating employee's vacation and sick leave balances are accurate by approval of all Web Time Entry or Web Leave Reports.
3. Departments requesting exceptions under 1.a. or 1.b., must request the exception to the EDHR in cases of direct transfers, provide the name of the new state agency or department and the date employment is to be effective.
4. Any employee granted permission to use accrued vacation leave in order to extend his/her effective date of separation will not be eligible to use sick leave prior to his/her final separation from employment.
5. In order to receive a lump sum payment of accrued vacation leave, the terminating employee must complete a *Lump Sum Vacation Certification form*, located at <http://www.ttuhsce.edu/hr/forms.aspx>.
6. TTUHSCEP reserves the right to interpret, change, modify, amend or rescind this policy in whole, or in part, at any time without the consent of employees.