

University of Arkansas at Pine Bluff

Faculty/Staff Handbook

Policy: **TERMINATION PAY**

Policy #: **13.4**

When a staff member terminates employment, the amount due from unused accrued annual leave not exceeding thirty days or 240 hours will be paid to the employee in a lump sum check issued during the month following termination.

Payment will also reflect any compensatory time accrued as a result of authorized overtime work, as well as any accrued holiday time if the employee is a non-exempt employee. If an employee dies while an active employee, the estate is paid any amount due up to sixty days or 480 hours accrued annual leave.

Classified staff members may also receive pay for accrued sick leave in accordance with Arkansas law.

Resource(s):

Approved by:

Approval date:

Custodian: Human Resources