This form is completed by the department/unit to calculate unused and vacation leave balances for a classified employee who is separating or retiring from the University.

Employee ID# ___________________ Employee Name ____________________________.

**Vacation Leave** | **Hours** | **Sick Leave** | **Hours**
---|---|---|---
Vac. Lv. Balance in HR System: | | Sick balance in HR System: |
AS OF __________(date) | | AS OF __________(date) |
Used Vacation Leave expected during final month of employment plus any used vacation leave not reflected in HR System Balance: | - | Used sick leave expected during final month of employment plus any used sick leave not reflected in HR System Balance: | - |
Vacation Leave balance accrued**(Current term month) + | | Sick balance accrued**(Current term month) + |
A - Balance at Separation: = | A - Balance at Separation: = |
B - *Max Vacation Leave allowed: = | B - *Max sick allowed: 360 = |
LOS in HR ______ find Max below = | + 6/30/88 bal ______ |
Vacation Leave Payout Enter the lesser of line A or B = | C - Enter the lesser of line A or B = |

**CLASSIFIED STAFF LEAVE ACCRUAL AND PAYOUT GUIDE**

<table>
<thead>
<tr>
<th>LOS /Yrs. Of Service*</th>
<th>Max. Accrual*</th>
<th>Payout</th>
<th>Sick Leave (Accrual based on 100% FTE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-60 1st through 5th</td>
<td>8/mo 192 hrs.</td>
<td>Upon termination or death, unused leave paid out up to the maximum accrual rate.</td>
<td>Hired 7/1/88 or later, 360 hrs.</td>
</tr>
<tr>
<td>61-120 6th through 10th</td>
<td>10/mo 240 hrs.</td>
<td></td>
<td>If eligible to retire upon termination, or death, ¼ of unused leave paid out to the maximum accrual rate.</td>
</tr>
<tr>
<td>121-180 11th through 15th</td>
<td>12/mo 288 hrs.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>181+ 16th and above</td>
<td>14/mo 336 hrs.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Computed from 1st calendar day of the month following hire unless employee began work on the 1st working day (then that month). Total of 2 yrs accrual allowed.

* Over-accrued amounts are forfeited each 7/1.

**Use this formula to calculate vacation and sick leave accruals for mid-month separations:**

Hours worked (including paid leave) X Employee’s accrual rate = Leave accrued for separating month

Total number of work hours in month (see above annual; 6.667 sick/personal)

**Attach this form to Exhibit C-Separation Pay Form**

fp5-07a - revised 10/31/07