



Policy # 53035

LEAVE PAYOUT

Effective Date: October 18, 2002
Responsible Office: Human Resources
Division: Operations

Revised Date: June 18, 2022

I. PURPOSE/OBJECTIVE

To establish the rules and guidelines for which an employee shall be paid sick, annual non-compensatory and paid compensatory leave hours.

II. STATEMENT OF POLICY

A. SICK LEAVE PAYOUT

Upon retirement or death of a faculty/unclassified employee, sick leave amounting to the maximum of 200 hours, and accrued to his/her credit shall be computed and the value thereof shall be paid to the employee or the heirs, provided that the sick leave has been accrued under established leave regulations. Classified employees are not eligible for sick leave payout.

Faculty/unclassified staff who participate in Teachers' Retirement DROP may receive the 200 hours of sick leave at the time of DROP election on condition that a waiver is signed acknowledging forfeiture of payment at actual separation/retirement. Such pay shall be computed at the employee's base rate of pay at the time of the separation.

B. ANNUAL LEAVE PAYOUT

Upon resignation, retirement, death, removal or other termination of employment of an unclassified (non-faculty) or classified employee, annual leave amounting to the maximum of 300 hours, and accrued to his/her credit shall be computed and the value thereof shall be paid to the employee or the heirs, provided that the annual leave has been accrued under established leave regulations. Faculty/Unclassified and Classified employees who participate in Teachers' Retirement System of Louisiana (TRSL) DROP may receive the 300 hours of annual leave at the time of DROP election on condition that a waiver is signed acknowledging forfeiture of payment at actual separation/retirement. Such pay shall be computed at the employee's base rate of pay at the time of separation.

C. PAYABLE COMPENSATORY (Time and One-Half) LEAVE PAYOUT

Payable compensatory leave shall be earned by non-exempt, employees only. Payable compensatory leave time will be paid as earned. Earned Payable Compensatory Leave balances will be paid out when:

1. The Non-Exempt Employee:
 - a. Transfers to another Louisiana state agency
 - b. Voluntarily Resigns
 - c. Voluntarily Retires
 - d. Is separated from the University (i.e.-At-Will, Non-Disciplinary Removal, Death...)
 - e. Resigns from a permanent classified position to accept an unclassified position
2. Unclassified employees have a payable compensatory leave balance earned while on a 4.1.D.1 or 4.1.D.2 status.

D. NON-PAYABLE (Hour for Hour) COMPENSATORY LEAVE

Non-Exempt employees on a regular/probational/permanent appointment may earn non-payable compensatory leave (exceptions to this rule are the positions on the approved exemption list). There is no payout for unclassified non-payable compensatory leave. Classified employees receive non-payable compensatory Leave balances will be paid out when:

1. The Non-Exempt Employee:
 - a. Transfers to another Louisiana state agency
 - b. Voluntarily Resigns
 - c. Voluntarily Retires
 - d. Is separated from the University (i.e.-At-Will, Non-Disciplinary Removal, Death...)
 - e. Resigns from a permanent classified position to accept an unclassified position
2. Unclassified employees have a payable compensatory leave balance earned while on a 4.1.D.1 or 4.1.D.2 status.

E. PAYMENT OF OUTSTANDING DEBT

Outstanding debts with the university must be settled prior to receiving leave payout either at the time of DROP election or at actual separation/retirement. Otherwise, the debt is deducted from the employee's final paycheck.

Exempt: An individual who is exempt from the overtime provisions of the Fair Labor Standards Act (FLSA)

Nonexempt: An individual who is not exempt from the overtime provisions of the FLSA and is therefore entitled to overtime pay for all hours worked beyond 40 in a workweek (as well as any state overtime provisions). Nonexempt employees are paid on an hourly basis.