

<b>FINANCE</b>  <b>PROCEDURE</b>  <b>MANUAL</b>	<b>TITLE:</b> Payout of Terminal Vacation and Sick Leave	
	<b>NUMBER:</b> FIN-PAY-002	<b>VERSION:</b> 01
	<b>ISSUED DATE:</b> 9/8/2009	<b>REVISION DATE:</b> 2/22/2012

➤ **Purpose:**

This procedure outlines the process for the payout of Terminal Vacation and Terminal Sick Leave due to eligible employees.

➤ **Definitions:**

**Terminal Vacation:** Upon termination of his/her employment with the District Board of Trustees, an employee with accumulated and unused annual vacation leave to his/her credit, under the provisions of this section, shall be paid for same at his/her then current rate of pay. Further details of these provisions are available in District Board of Trustees Policy [6Hx-18-5.021](#).

**Terminal Sick Leave:** Upon termination of his/her employment with the District Board of Trustees, an employee with accumulated and unused sick days to his/her credit, under the provisions of this section, shall be paid for same at his/her then current rate of pay based upon the guidelines presented in District Board of Trustees Policy [6Hx-18-5.021](#).

➤ **Responsibility:**

**Payroll:** Processes the payout.

➤ **Procedure Details:**

1. Final regular paycheck is run and issued to terminated employee.
2. Final accrued leave time is balanced by Payroll.
3. Payroll verifies with supervisor that balance is correct.

4. Payroll processes manual payroll to payout leave balances within thirty (30) days of last working day.

➤ **References:**

Florida Statutes:

1012.865

<http://www.flsenate.gov/Statutes>

College Board Policies: 6Hx-18-5.021

<http://www.palmbeachstate.edu/boardoftrustees/documents/BoardPolicies/Section5/5.021.pdf>