



Georgia Southern University

Controller's Division

Accounting Policy and Procedure Manual

SUBJECT: Accrued Annual Leave Payout

DATE: March 1, 2007

Accrued Annual Payout – All Departments (Vacation Payout – VPO)

When an employee separates from Georgia Southern University (or transfers to a position ineligible for annual leave accrual) with unused annual leave hours, he or she will be eligible to receive compensation for those hours, up to the maximum of 360 hours, based on their regular rate of pay at the time of separation.

The payment will be charged to the budget where the employee is permanently assigned at the time of separation. In the case of grant funded positions, accrued annual leave payout is charged to the grant. Should the Principal Investigator and Department Chair elect to have accrued annual leave charged to a budget other than the grant they must provide the funding and charge location on the termination/transfer PAF (Personnel Action Form) in the comments section. Alternate funding sources may be the Departmental Educational and General (E&G) budget or the Indirect Cost budget.

In situations where an employee is terminating from Georgia Southern University to accept employment with another State of Georgia agency which allows the transfer of accrued annual leave, the employee must notify Human Resources in writing when resignation is submitted. The terminating PAF must note in the comments section the amount of accrued annual leave to be transferred. The hours to be transferred will be deducted from the total accrual, with any remaining balance paid to the employee.