

FINANCIAL AND BUSINESS SERVICES POLICIES AND PROCEDURES

Area:	Policy and Procedure	Number:	
Subject:	Accrued Annual Payout-VPO	Issued:	March 8, 2011
Applies To:	Faculty and Staff	Revised:	December 8, 2011
Sources:	Payroll	Page(s):	1 of 1

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

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

VPO payments are processed in the pay period following the pay period in which the employee terminates. If the employee has outstanding obligations owed to the University, their VPO is reduced by the amount due. If VPO is not sufficient to cover the cost of outstanding obligations, the terminating employee will be invoiced. The University System of Georgia collections procedure will be implemented for any unpaid balances due.

The VPO payment is charged to the budget where the employee is permanently assigned at the time of separation with the exception of grant funded positions where accrued annual leave payout is charged to a designated alternate funding source. For grant funded positions, the Principal Investigator and Department Chair 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 F&A (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.

Please see the Board of Regents Policy 8.2.7.1 on transfers to other institutions:

http://www.usg.edu/policymanual/section8/policy/8.2_general_policies_for_all_personnel/