

 <p><b>Category:</b> Financial</p> <p><b>Policy applicable for:</b> Faculty/Staff</p>	<p><i>Policy Title:</i> <b>Sick and Vacation Payout Schedule</b></p> <p><b>Effective Date:</b> 10/01/2008</p> <p><b>Prior Effective Date:</b> mm/dd/yyyy</p> <p><b>Enabling Acts:</b> Ohio Revised Code (ORC) 4113.15 University Rule 30-31-28</p>	<p><i>Policy Number:</i> <b>2.7.1</b></p> <p><b>Policy Owner:</b> Sr. VP for Administration and Finance</p> <p><b>Responsible Office(s):</b> Payroll</p>
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## Background

At the time of separation or retirement from the University of Cincinnati, faculty and staff are entitled to receive compensation for allowable accrued sick leave and vacation time in accordance with university rules and collective bargaining unit agreements. This policy addresses the payout schedule for permissible sick and vacation accruals.

## Policy

Employees separating or retiring from the university are required to complete the exit interview process in Human Resources, return tools, equipment, keys, parking decals, and identification cards to the appropriate university department or office. Employees will receive their allowable compensation for unused accrued sick leave and vacation in the pay period following issuance of their final regular paycheck.

## Related links:

[Board Rules](#)  
[Human Resources Policies & Procedures](#)  
[Collective Bargaining Agreements](#)

## Phone Contacts:

Payroll Operations	556-2451
Human Resources	556-6381