

PAYMENT OF LEAVE UPON TERMINATION

Termination Payouts – Leave payouts are processed during the second pay period after termination paperwork (Personnel Action Form) is processed. The PAF is a document which is prepared by the employing department and submitted to the Human Resources Records section for processing.

Annual Leave –

- Nonexempt USPS employees who have less than 6 months of service, or who have not attained regular (permanent) status are not eligible for payment of Annual Leave.
- Nonexempt USPS employees who have attained regular status are eligible for payment for up to 240 hours of Annual Leave.
- Exempt USPS, A&P and 12 month Faculty are eligible for payment for up to 352 hours of Annual Leave.
- Executive Service employees are eligible for payment for up to 480 hours of Annual Leave.

Sick Leave –

- Employees must have at least 10 years of creditable service in order to receive a Sick Leave payout for one quarter of unused Sick Leave hours that were earned after October 1, 1973 (not to exceed 480 hours). Employees who have unused Sick Leave hours that were earned prior to October 1, 1973, are eligible for payment for one-eighth of the pre-73 Sick Leave balance.

Compensatory Leave hours are paid out as follows:

- Overtime Compensatory Leave – All hours
- Special Compensatory Leave – All hours
- Regular Compensatory Leave – will be paid out for USPS exempt employees prior to 06/30/2012

Personal Holiday –

- The Personal Holiday is forfeited if not used prior to termination.