

**POLICY 7**  
**VACATION AND PERSONAL LEAVE**

**Rule 7.06 - Pay for Vacation and Personal Leave Upon Termination**

Upon termination of employment, an employee shall be paid for any vacation and personal leave accumulated as of the employee's last scheduled workday. If an employee resigns from the University to accept employment with another state agency or institution subject to the State Universities Civil Service System, the employee shall be paid for accrued leave unless an agreement to transfer accrued vacation has been negotiated with the receiving institution. The effective date of the termination is the last day worked and is not extended by payment of the vacation and personal leave benefit.