

TERMINAL PAY

When an individual ceases to be an employee of the University, any unused annual or holiday leave as of his/her last duty date shall be liquidated by a lump sum payment not to exceed thirty working days, or 240 hours. Final payment shall include all monies due up to and including the last day of work, which shall be the employee's date of termination, subject to any applicable set-offs or withholding.

An employee who receives terminal pay for unused annual and holiday leave, may not return to state employment until the number of days for which he/she received additional compensation has expired.

When an individual dies while an active employee, his/her estate or beneficiary will be paid any amount due for unused holiday and annual leave up to sixty days or 480 hours.

Employees are not entitled to payment of accrued and unused sick leave when they terminate their employment; however, upon retirement or death, classified employees, or their beneficiaries, shall receive compensation for accumulated unused sick leave in accordance with the provisions of Ark Code Ann. § 21-4-501. With respect to non-classified employees or their beneficiaries, payment of compensation for accumulated unused sick leave is at the discretion of the campus or unit, in accordance with the provisions of Ark Code Ann. § 21-4-505.

April 29, 2016