

Internal Policies and Procedures of the Utah State Board of Education	
Policy #	04-18
Subject	Excess Leave Payout
Date:	10/14/2020
Policy Owner	Director of Human Resources
Policy Officer	Deputy Superintendent of Operations
References	DHRM R477-8-13

I. Purpose and Scope

1. Department of Human Resource Management Rule [R477-8-13](#) allows state agency management to pay our excess hours under certain circumstances. This policy establishes when excess leave may be paid out.

II. Excess Leave Payout

1. An employee may use or accrue excess leave consistent with the provisions of R477-8-13.
2. Consistent with R477-8-13, USBE will pay out excess hours:
 - a. for all hours accrued above the limit set by DHRM (80 hours);
 - b. when an employee is assigned from one agency to another; and
 - c. upon separation from USBE.
3. USBE management will not exercise discretion allowed under R477-8-13(1)(e) to pay out excess hours outside of Subsection (2).

III. History

1. Policy revised from “Employee Leave” dated September 14, 2020. Moved “Leave for Military Spouse” section to USBE Policy #04-08, Employee Incentives and Administrative Leave.