

## 04-16. Excess Leave Payout Policy

<b>Internal Policies and Procedures of the Utah State Board of Education</b>	
<b>Policy</b>	04-16
<b>Subject</b>	Excess Leave Payout
<b>Date</b>	April 1, 2022
<b>Policy Owner</b>	Director of Human Resources
<b>Policy Officer</b>	Deputy Superintendent of Operations
<b>References</b>	DHRM Administrative Rule R477-8-13

### **I. Purpose and Scope**

- Department of Human Resource Management Rule R477-8-13 allows state agency management to pay our excess hours under certain circumstances. The purpose of this policy is to establish when excess leave may be paid out.
- This policy applies to all USBE employees.

### **II. Policy**

- An employee may use excess hours the same way as annual leave.
- USBE management shall approve the accrual of excess hours before the work is performed.
- USBE management may deny the use of any leave time, other than holiday and jury leave, that results in an employee accruing excess hours.
- An employee may not accumulate more than 80 excess hours.
- USBE will pay out excess hours:
  - for all hours accrued above the limit set by DHRM (80 hours);
  - when an employee is assigned from one agency to another; and
  - upon separation from USBE.
- USBE management will not exercise discretion allowed under R477-8-13(1)(e) to pay out excess hours outside of Subsection (2).

### **III. History**

This policy supersedes the previous Employee Leave policy that was established September 14, 2020 and updated on October 14, 2020.