

<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:**

1. 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.
2. This policy applies to all USBE employees.

**II. POLICY:**

1. An employee may use excess hours the same way as annual leave.
2. USBE management shall approve the accrual of excess hours before the work is performed.
3. USBE management may deny the use of any leave time, other than holiday and jury leave, that results in an employee accruing excess hours.
4. An employee may not accumulate more than 80 excess hours.
5. 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.
6. 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.