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## 2412 PAID VACATION AT SEPARATION

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Effective: December 1986  
Revised: May 2014  
Last Reviewed: April, 2017  
Responsible Office: Comptroller  
Approval: Comptroller

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### PURPOSE

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To establish policy for the payment of unused vacation time when an employee separates from the University.

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### POLICY

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1. An employee who either resigns or is involuntarily separated is entitled to payment for unused and accrued vacation time.
2. The vacation payment request must be submitted through the Additional pay module in Penn Works.
3. Unused vacation time must be calculated in accordance with Policy No. 607.5 "Paid Time Off" of the Human Resources Policy Manual. In no event may the vacation payment exceed the vacation accrual maximum for any individual. <https://www.hr.upenn.edu/myhr/resources/policy/timeoff/pto>
4. Payment for unused vacation time will be paid in the payroll after request in Penn Works has been submitted and approved by the appropriate parties.