

Vacation Leave at Separation Guidelines

MINNESOTA STATE UNIVERSITY MOORHEAD

These guidelines are intended for employees who are retiring or resigning from Minnesota State University Moorhead and who request to use vacation leave at the end of their employment. Unused vacation leave is generally paid out the pay period following an employee's separation date. Please refer to your particular [bargaining unit contract or plan](#) for more specific guidance on the terms of this payout such as the maximum hours paid out, location of payout, etc. Employees are not required to be physically present on their last official day of employment, provided all necessary offboarding items have been completed and/or returned and there is supervisory approval. Employees are permitted to use one week (40 hours) of vacation leave at the end of their employment with supervisory approval. A maximum of two weeks (80 hours) of vacation leave *may* be approved by the employee's supervisor due to extenuating circumstances.