

## **USE OF LEAVE IMMEDIATELY PRIOR TO SEPARATION**

Under provisions of the "Leave Policies" of the University of Louisiana System and the Louisiana Department of Civil Service Rules, upon separation from state service an employee shall be paid for his or her accrued annual leave not to exceed the value of 300 hours, computed on the basis of the employee's hourly rate of pay at the time of separation.

The use of annual and/or compensatory leave immediately preceding resignation, termination, or retirement will be limited to a maximum of 160 hours of annual and/or compensatory leave. The employee shall not engage in employment during this leave period, which would otherwise be prohibited during the employee's regular employment (The Louisiana Code of Governmental Ethics (R.S. 42:1121)).

The established University policy for requesting annual leave through the employee's Supervisor must be followed.