

IFAS Shared Service Centers (SSC)

Leave Cash-Out

To standardize processes for all departments, please email all documents (scanned or electronic copies) to the appropriate Shared Service Center ([McCarty](#) or [Fifield](#)). Each email should have a subject line containing [HR OTHER](#). (Example: **Subject: HR Other – Cash-out for Smith**).

Step 1: Unit identifies a need for a Leave Cash-Out

- Use these instructions to initiate a request for payment to an employee for their accrued unused leave.
- Employees must have a qualifying reason to cash out leave (for example, termination of employment).
- For additional information on Leave cash-out, please refer to Human Resources' webpage, [Leave Administration](#).
- **Please note:** Final UF approval may take 6 to 8 weeks.

Step 2: Unit verifies eligibility and prepares documents to be sent to the SSC

- Faculty, TEAMS and USPS employees are eligible for leave cash-out for the following circumstances:
 - Approved Termination or Retirement – will be processed after the termination or retirement has been approved by all levels. For processing terminations please see our [Termination Guide](#).
 - Transfer from one UF department to another requiring cash-out of overtime or special compensatory leave – will be processed before the transfer.
 - Transfer from a leave-accruing position to a non-leave accruing position.
 - Entrance into Deferred Retirement Option Program (DROP).
- Prepare an email to be sent to the appropriate SSC ([McCarty](#) or [Fifield](#)); remember to use the subject line as indicated above.
- For leave cash-outs related to a resignation or retirement, please attach to the email a copy of the required letter of resignation.
- Include name of employee, and UFID.

Step 2: SSC processes the Job Action

- SSC reviews request.
- SSC processes the request in PeopleSoft.
- When the request has been approved through all UF levels, the SSC will notify the unit contact person.

For assistance with this process or anything else, please contact your Shared Service Center:

McCarty

Phone: 352-294-3199

Email: mccarty-ssc@ufl.edu

Fifield

Phone: 352-273-4583

Email: ffifield@ufl.edu