

Resignation and Retirement

POLICY CONTENTS

Scope
Policy Statement
Reason for Policy
Procedures
History

Scope

All University of Nebraska Omaha (UNO) employees.

Policy Statement

Payment Upon Separation

The separating employee will be paid the value of unused vacation leave not to exceed 280 hours, the value of unused floating holidays not to exceed 32 hours; and the value of earned compensable time if any. Vacation leave may not be used to extend the effective separation date; the separation date is recorded as the last day the employee was physically present on the job. Employees who are separated from the university are not paid for unused sick leave.

Retirement Criteria

Staff members may retire from the university at age 65 (with no minimum years of service) or at age 55 or above after ten years of service with the university system. An employee may also retire because of a physical or mental disability that prevents the employee from satisfactorily performing work.

A disability retirement is predicated on:

1. the disabled employee's obtainment of a Social Security Disability Award, or
2. long term disability benefits approval by the group long term disability insurance.

In addition, university administration may also approve a disability retirement when good cause is otherwise established.

Compensation Upon Retirement or Death

Upon retirement office/service employees (or their beneficiaries) will receive a supplemental salary payment equal to one-fourth of their accumulated sick leave up to a maximum of 360 hours. The pay will be based on the employee's hourly rate of pay at the time of retirement, and will be included in the final pay check.

For managerial/professional employees sick leave is not paid out at retirement.

Rehires and Sick/Vacation Leave

Employees who leave a regular, benefit-eligible position with the university and return to the system in a regular, benefit-eligible position within three years will have their sick leave balance restored, and the former accrual rates for vacation and sick leave would be reinstated. For employees returning to UNO after retiring and receiving pay for one-fourth of accrued sick leave, accrued sick leave will not be reinstated.

For purposes of accrual, employees rehired to a leave-eligible position within three years of the date of separation (including those who return to UNO after retirement) will be credited with prior years of employment. The leave accrual date will be adjusted to reflect the break in service.

An employee separating from a leave eligible position to move to another University of Nebraska leave eligible position within 12 months will not be paid for any leave. Instead the leave will transfer to the new unit. Exceptions are employees who are reduced in force or who move to a non-leave eligible position.

Reason for Policy

To establish payment and retirement for UNO employees.

Procedures

Giving Notice

If a staff member decides to leave the university's employ, he/she is expected to give as much written notice as possible, preferably at least two (2) calendar weeks. Such notice should be dated and signed by the employee and include the effective date of the resignation (last working day) and the reason for the resignation.

History

This policy was developed and approved prior to the implementation of the campus policy development and approval process approved by the Chancellor's Cabinet in October 2015.

The University of Nebraska does not discriminate based on race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation in its programs, activities, or employment.

