

**HR/LR General Memo 2015-1**  
Vacation Leave at Separation (Former PERSL #1272)**Issued** 06/25/2009  
**Revised** 03/10/2015  
**Authority** Labor Relations**GENERAL GUIDANCE AND INFORMATION**

This memo provides guidance to agency management and supervisors regarding employees who are resigning or retiring from state employment, and who request to use vacation leave at the end of their employment. (Previously, agencies allowed employees to use their accrued vacation leave, but required them to return one day at the end of their vacation leave.)

The decision by an agency to allow an employee to use a reasonable amount of vacation prior to their separation date and not return to work following that vacation is discretionary. Agencies should take into account the following factors when considering such a request:

- The amount of vacation time approved should be in accordance with agency policies and work rules;
- The amount of vacation time should be consistent with the approval of requests from active employees, and;
- The agency must consider the additional financial costs associated with the extension of benefits due to the vacation period.

The responsibility for responding to such vacation requests rests with the agency making the decision.

**Contacts**

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