The shaded rows above indicate that for separations occurring in the noted Pay Periods any vacation deferral must be completed within 2-1/2 months from the employee's date of separation (COB Date); therefore, the deadline dates outlined in that portion of the schedule must be followed.

* The Request for Post-Separation Vacation Pay Deferral Form must be submitted to the human resources representative and Island Savings Plan no later than fourteen (14) days prior to your last date of employment.

*Refer to the UH payroll schedule - deadlines are posted on the Payroll Office website.

Payroll Office: When submitting the vacation payout to DAGS-Central Payroll, please follow the deadlines for each corresponding target pay date in the Payroll Change Schedule issued by the Comptroller in Comptroller's Memorandum No. 2013-21.