

**UNCSA
Budget Office
Policy Approved/Adopted 5/11/2009
Executive Council**

UNCSA Budget Office Lapsed Salary Policy

Lapsed Salary is defined as the portion of the budgeted salary for a permanent position that becomes available during the course of the fiscal year as a result of the employee's separation, reassignment, sabbatical leave or unpaid leave of absence. Lapsed Salary remains with the department and may be flexed to operating accounts. Lapsed Salary flex transfers must be requested by **April 1** otherwise any available salary that has lapsed will revert to Administration to be distributed by the Executive Council.

Lapsed Benefits are defined as the portion of the budgeted benefits for a permanent position that becomes available during the course of the fiscal year (typically associated with departments lapsed salary). Lapsed Benefits revert to Finance Administration to be distributed by the Executive Council.