

# Severance Pay

## FT\_BO\_HR\_35

Responsible Officer  
Chris Ronk  
Responsible Office  
Human Resources  
Approving Body  
Board of Trustees  
Approval Date  
2019-01  
Last Revision  
2019-01  
Re-evaluation Date  
2021  
Departmental Impact  
Academics

### **Policy Statement**

A Staff member who is leaving the University must meet with a member of the Business Office to determine the final date for employment and any holiday and/or PTO that may be due.

### **Policy Procedures**

These final payments will be in accordance with those other pertinent sections of the Staff Handbook. The final pay will be given at the nearest payday following the termination date.