

# 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.