



## **Termination/Terminal Vacation Pay Policy**

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I'm Lisa Frush. I work with the P&S and Merit employment team in Human Resource Services and just wanted to make sure all of you are aware of a recent change to the Termination/Terminal Vacation Pay Policy. It actually changed this summer. Wanted to be sure you all know how to find the University policies at [www.uni.edu/policies](http://www.uni.edu/policies) and then the employment policies are largely in chapter four and the Termination/Terminal Vacation Policy is 4.18. Again, this is not a new policy it has been around for lots of years, but was very outdated and lacked some clarity. So, this was updated this summer. The intent of the policy really is to clarify what the roles and responsibilities of an employee who is leaving the University, as well as their supervisor, to make sure that everything is taken care of that needs to be taken care of in the right timelines and that sort of thing.

I can really talk through it anyway, so I'll just pull this policy back up. One of the main things, again, it is an intent to guide faculty and staff through their roles and responsibilities. It does set forth what our expected or hopeful minimum requirements are on notice given. It does say, of course, that we ask for two weeks notice if someone is leaving the University and faculty are expected to notify their department head or Dean before class assignments are made for the upcoming semester. That really hasn't changed from the last policy. I think for Merit staff it may have said 30 days before, but a more common standard really anywhere is a two week notice. It does also require departments that may have any voluntary terminations or perhaps a term appointment, non-renewal that they must work either with Human Resource Services, if it is staff, or with the Provost's Office, if it is faculty, before enacting those. It does also say that termination date generally will equal the last day worked. I know in the past we have had some who have, say three months of vacation, built up and want to take that vacation and then their termination is effective. But actually, per the policy, and this would align with Iowa and Iowa State, and others as well, that the termination date is actually your last physical day worked. Then, of course, with the terminal vacation pay part of it, any accruals that are unused will be paid out to that employee. If an employee has questions about taxes and other kinds of things, they can certainly talk with payroll or their tax adviser, but termination date is the last day worked. So, that should be the effective date of your PAF when you are preparing those.

There are also some helpful links toward the bottom of the policy, itself. It is actually towards the top. The termination checklist. There is one available both for the employee who is leaving the University and also for the supervisor. This particular one is for the employee and talks them through the things that they need to be doing, you know, if they are resigning to submit a resignation letter, who to contact to schedule an exit interview, how to handle things like their email, phone, parking permit, their keys, expense reports, all of those kinds of things that they need to be thinking about. Of course, that final

timecard is very important, especially for accrual payouts, so payroll knows how to pay that out to have that final timecard. So, there is a checklist available for the supervisors, as well. That's right here in the next paragraph. It is very similar. Lots of the same things, but just from the supervisor's vantage point. If there are any unusual circumstances or questions, certainly HR can be contacted for staff and the Provost's Office for faculty.

What questions do you have about this policy? Ok. Great.

Thank you.