



## Updated Termination Form

An updated [Termination Form](#) is available on the HR website to be used immediately. If a termination form has already been submitted and you have not been contacted, or have questions, please call or email [Marilyn Johnson](#) at 766-2259.

## Sick Leave Payout or Conversion to Terminal Leave now an Option for Exiting Employees

**Sick Leave** - Employees will receive payment for one-half of their current sick leave balance as of their termination date, with a maximum payout of 480 hours. Employees who are terminated for corrective action reasons or provide fewer than two weeks' notice of their intent to resign, will be paid in a lump sum for one-half of their accrued sick leave. Other employees may elect a lump sum payment, terminal leave, or a combination of terminal leave and lump sum payment. Employees who do not elect either option will be paid in a lump sum. Board retirees will still receive the sick leave conversion if applicable.

**Vacation Leave** - Staff employees will be paid for their unused vacation (up to a maximum of 352 hours) and are offered two options:

- **Lump Sum** - Payment will be made at one time and the benefits will end at the end of the month when the employee's final work day occurs. Employees may want to check with their tax advisor regarding the tax implications if their payment will be larger than a regular month's pay.
- **Terminal Leave** - Employees are entitled to be paid for their unused vacation in the form of terminal leave, or taking their unused vacation over time, which provides for continuation of their pay and benefits until the unused vacation is depleted. This may be especially important to employees who wish to maintain their health, dental, and life insurance as long as possible. If an employee has any paid time in a month, the insurance will continue through the end of that month. *Accrued compensatory time and payment for one-half of accrued sick leave (not to exceed 480 hours, with possible exceptions listed in the sick leave section above) may also be used in combination with vacation to extend terminal leave.*

### Resources

- [HR Website](#)
- [Employee Handbook](#)

### Contact Information

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