FINAL SALARY COMPUTATION - SEPARATED EMPLOYEES

The Superintendent of Schools shall establish regulations for final salary computation for employees whose employment with the District ends because of resignation, retirement, early retirement, non-renewal or involuntary dismissal.
FINAL SALARY COMPUTATION - SEPARATED EMPLOYEES

1. If an employee separates on or before the 15th of the month, all monies owed (including unused vacation pay for 12-month employees and escrowed monies for 9- and 10-month employees) will be received in the regular check that month.

2. If a 12-month employee separates after the 15th of the month, s/he will receive a check that month based on the number of days actually worked, but will not receive payment for unused vacation until the following month.

3. If a 9- and 10-month employee separates after the 15th of the month, s/he will receive a regular check that month, but will not receive escrowed monies until the following month.

4. If the employee qualifies under policy GCCAH, Staff Paid Leave, s/he will receive such payment the month the employee receives her/his final check for salary and/or vacation pay.

5. No separated employee may use paid leave, compensatory time or vacation leave as her/his last workday: The employee must be physically present on the last workday to be paid for that day.

CROSS REF: GCCAH, Staff Paid Leave