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**AURORA PUBLIC SCHOOLS**  
**Adopted December 1990**  
**Recorded August 1995**  
**Reviewed October 2007**

**APS Code: DKAA\***

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**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.

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**AURORA PUBLIC SCHOOLS**  
**Approved December 1990**  
**Recoded August 1995**  
**Revised January 2008**

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**APS Code: DKAA-R\***

**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