

Number 9.2 - FINAL PAY

Effective Date: March 1, 1996

Revised: May 15, 2002

Applicable To: All classified employees, as well as exempt, appointed and temporary, with the Executive Branch of the State of Vermont.

Issued By: Department of Personnel

Approved By: Kathleen Hoyt, Secretary of Administration

PURPOSE AND POLICY STATEMENT

To provide information regarding the final pay upon separation of employment from the State of Vermont.

DEFINITIONS

PAY PERIODS - Pre-established bi-weekly periods which consist of two consecutive calendar weeks, beginning at 12:01 AM Sunday and ending at 12:00 midnight on Saturday fourteen days later.

PAY DATE - Pay date is the second Thursday following the end of the pay period. However, if the pay date happens to fall on a holiday, employees will be paid on the preceding Wednesday.

EFFECTIVE DATE OF SEPARATION - is the last day on which an employee actually works, except as prescribed by 3 VSA §264 (limited instances when the use of sick leave is authorized).

GENERAL PROCEDURES

Employees must complete a time sheet for each pay period and submit it to their supervisor in order to process final pay.

The effective date of separation of any employee is the last day actually worked. For classified employees, if the next calendar day after the last day worked is a holiday, the employee will receive pay for the legal holiday, but the effective date of separation shall not be changed as a result of receiving such holiday pay.

Up to twenty (20) days of unused annual leave accrued by an employee will be paid as a lump sum with the final paycheck. The employee's entire annual leave balance will be paid as a lump sum if an active employee dies or upon retirement from State service. Any unused compensatory time off will be paid off in cash as a lump sum in the final paycheck.

Any unused supervisory personal leave may be paid off in accordance with the appropriate collective bargaining unit agreement.