Termination of Employment

201.40

Policy

The termination date is the day after the last day on which a staff member worked. If the staff member is on a leave of absence, the termination date is the date of cancellation or expiration of that leave, whichever occurs first.

Unused Vacation/Paid Time Off (PTO) time:

1. Pay for unused accrued vacation time will be provided to terminated staff members.

2. Employees covered under the Paid Time Off (PTO) program will receive pay for unused accrued paid time off.

3. Employees covered under the UMHHC Paid Time Off program (PTO) and have at least two years of service in a regular position will receive pay for eligible unused accrued paid time off.

To assure timely payment for unused vacation time or paid time off, notice of termination should be processed ten (10) days prior to the termination date.

In general, university provided benefits expire on the last day of the calendar month in which employment termination occurs. Individuals are encouraged to contact the Staff Benefits office prior to termination to obtain information about benefits, and to arrange to pay the full cost for continuation of health care coverage for up to 18 months if desired.

In the case of the death of a staff member, final pay is made to survivors as provided by Michigan Law.

Attachment	Size
Printable PFD of 201x40.pdf	19.8 KB

SPG number:
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Applies to:
Regular Faculty and Staff

Date issued:
July 1, 2005

Owner:
The Office of the Executive Vice President and Chief Financial Officer, the Office of the Provost and Executive Vice President for Academic Affairs and, University Human Resources

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Primary Contact:
The Office of the Executive Vice President and Chief Financial Officer, the Office of the Provost and Executive Vice President for Academic Affairs and, University Human Resources