

SECTION 801.14

Final Checks

Employees terminating their employment with the institution will receive their final check on their regular pay day. Employees using the on-line time clock and time cards will be paid for all hours worked and unused vacation leave on the subsequent bi-weekly payroll.

Should a monthly-paid employee have inadequate leave accrual to afford a full month's salary, an hourly rate will be paid for time worked, and vacation leave reflected during the last month. Should vacation leave accruals remain following the last month's charges, this will be paid on an hourly rate, combined with the regular monthly salary or paid during the next month.

Normal withholdings will be made from the final check and, where applicable and/or possible, any obligation to the University, parking citations, key deposits, etc. will be cleared.