

## SEPARATION SUMMARY OF REVISIONS

- 10-21-2019 The Separation Policy was changed to clarify the current practice of leave payout when an employee is separated while on worker's compensation leave, to allow for payout of unused vacation and bonus leave earned as of the date of injury, payment of unused vacation and sick leave accumulated during the first 12 months of worker's compensation leave and payout of any unused bonus leave that is eligible for payout and earned after the date of injury. The Policy also clarifies the procedure that agencies are to follow when separating an employee who is on worker's compensation leave as well as applicable grievance rights.
- 8-4-2016 Separation Policy changed to incorporate rule change and for clarification. Removed "Unavailability" to prevent an employer from having to retain an employee that has lost their credentials, certification due to a court order or other extenuating circumstances that renders the employee unable to perform the essential duties of their job, as set forth in the job description.
- Notification Required changed to incorporate rule change.
- 11-1-2013 Change definition of "Separation Due to Unavailability" to include non- medical reasons.
- 10-1-2008 Revised to allow a RIF employee to exhaust excess vacation leave.
- Clarified Separation Procedures
- 1-1-2007 Changed wording of "Unavailability When Leave is Exhausted" to eliminate confusion with the ADA.
- 9-1-2004 Voluntary Resignation Without Notice changed to incorporate rule change.
- 6-1-2003 Clarified Separation Due to Unavailability by defining applicable leave credits and by explaining how to pay out leave balances.
- 3-1-2003 Advisory Note added: "Applicable leave credits" means leave requested by the employee and approved by the supervisor. In cases of illness, it means sick and/or vacation leave (or any portion) which the employee chose to exhaust prior to going on leave without pay. If there is a vacation leave balance at the time of separation, it shall be paid in a lump sum.
- 3-1-1996 Definition of "Appointment Ended" added.
- 9-1-1991 Dismissal policy revised.
- 11-1-1989 Policy on Involuntary Resignation Without Notice added.
- Policy on Separation Due to Unavailability When Leave is Exhausted added.

7-1-1977

Provides that separation policies, except for leave provisions, do not apply to employees in positions designated exempt.

10-1-1953

Adoption of policy for terminal leave which states that employees cease to earn leave, be entitled to holidays and cease to be eligible for salary increments or promotions.