

Procedure for Termination of Regular Employees

1. Completed PAF2
 - a. NOTE : The effective date for the termination of the employee is one day after the employee's last paid day of employment.
2. Documentation of Reason for Leaving (attach to PAF2):
Examples:
 - Resignation Letter
 - Employee Separation Letter
 - Email explaining termination reasons
3. Calculation of Payouts in Hours (not dollars) recorded in the NOTES section at the bottom of the PAF2.

To calculate final payouts:

- Navigate to Etime to view employee accruals
- Date track to term date
- Query for employee
- View accruals
 - **If not already reflected in payout balances, take current balance minus any used in current pay period.

Be sure to include all unused:

- Compensatory Time
- Sick (Years of continuous service are measured from an employee's current date of hire into a benefited position.)
- Vacation
- Holiday (Floating holidays cannot be used to extend term date. They must be used before the last physical day worked on the job.)

Procedure for Termination of Temporary Employees

1. Completed PAF2
2. Last Day Worked for a **Temporary** employee is always the termination date.
3. Documentation of Reason for Leaving (attach to PAF2):
Examples:
 - Resignation Letter
 - Employee Separation Letter
 - Email explaining termination reasons