

**Staff Separation
BU-PP 833**

Policy:

Baylor University seeks to ensure that all separations, regardless of the reason(s), are done in a consistent, fair, supportive, and respectful manner.

Topics:

Basis for entitlement for vacation at separation
Extension of employment
Final paycheck
Procedures

Related policies:

BU-PP 807 — Staff Discipline
BU-PP 402 — Vacation
BU-PP 822 — Staff Grievance
BU-PP 831 — Position Action Form
BU-PP 600 — Retirement Benefits

Contact:

Human Resource Services Office (x2219)
Payroll Office (x2217)
Compensation & Benefits Office (x2218)

Basis for entitlement for vacation at separation—

Voluntary separation—

- Upon separation from the University, an employee will be paid for accrued vacation up to the maximum of the annual entitlement based on years of service.

Payment for accrued vacation leave does not extend employment for separating employees.

Example: An employee whose last day of work is June 30 and who has 40 hours of accrued vacation leave will be paid for 40 hours and is not employed by Baylor after June 30.

Involuntary separation—

- Advance notice from the University is not required.
- An employee will be paid for accrued vacation up to a maximum of the employee's vacation entitlement.
- An employee will be advised of the University's grievance process as outlined in BU-PP 822.

Official retirement—

- To understand what is required to be a Baylor University official retiree, refer to BU-PP 600 Retirement Benefits.
- A retiree will be paid for accrued vacation up to a maximum of the annual vacation entitlement based on years of service.

Death—

- Payment to the employee's estate will be made for the employee's accrued vacation up to a maximum of the employee's annual vacation entitlement based on years of service.

Note: Voluntary and involuntary separations must be coordinated with and approved by the Human Resource Services Office.

Extension of employment—

Payment for accrued vacation does not extend employment. In other words, an employee may not complete a final period of employment through the use of accrued vacation.

Final paycheck—

The Payroll Office will not release an employee's final paycheck until all separation processing is completed through the Human Resource Services Office.

Procedures—

The terminating employee will:

Upon receipt of Separation Processing Form:

- Return keys, uniforms and any other University property;
- Clean laboratory/workplace;
- Insure that any hazardous material are properly labeled;
- Return library books to the appropriate University libraries;
- Pay or make arrangements to pay any indebtedness owed to the University or related entity; and
- Coordinates separation with Student Financial Aid Office if employee, employee's spouse and/or employee's dependents are receiving tuition allowances through the Tuition Remission/Scholarships Program.

By the final workday or by the Friday before for an employee whose final work day falls on Saturday or Sunday:

- Return completed Separation Processing Form, ID cards, and Employee Exit Interview to the Human Resource Services Office.
- Personally contact the Baylor Department of Public Safety for removal and return of parking decal(s); and
- Coordinate with Compensation & Benefits Office the conversion from Baylor's group insurance to independent coverage, if desired, and return of Prescription Drug Program card(s).

The Payroll Office will:

Upon completion of all required clearance actions by the employee:

- Mail final paycheck to the forwarding address indicated on the Separation Processing Form or hold the final paycheck in the Payroll Office to be released on the next regularly pay date, as directed by the employee; and
- Mail W-2 forms to the forwarding address indicated on the Separation Processing Form.