



Milwaukee Area Technical College

**ADMINISTRATIVE REGULATION
AND PROCEDURE**

Title: TERMINATION DATE FOR NON-REPRESENTED
EMPLOYEES

Code: CC0500-1

Policy Reference: C0507 – SUMMARY OF NON-REPRESENTED EMPLOYEE
BENEFITS

APPLICATION

This policy applies to all non-represented employees. Those excluded from this policy are temporary, casual, and student employees, and any employee represented under a collective bargaining agreement.

CHANGE IN PROCEDURE

For all terminations of employment occurring on or after January 1, 2011, an employee's last day of work will be deemed to be his/her termination date. Any unused paid time off for which the employee qualifies at termination will be paid in a lump sum amount after the last day of work. The lump sum payment is final and not subject to further accruals or retroactive pay adjustments.

Approving Authority: Associate Vice President, Human Resources

Date: 8/18/10