
**LAKE-SUMTER STATE COLLEGE
ADMINISTRATIVE PROCEDURE**

TITLE: TERMINAL PAY FOR REGULAR EMPLOYEES

NUMBER: PRO 5-32

REFERENCE: Board Rules 5.01, 5.07, 5.13

PAGE: 1 OF 4

R5222280.011 Non-Instructional Faculty employees on 12-month contract, work 35 hours per week, and

Non-Instructional Faculty: Employees in non-instructional faculty (Librarians) positions have 50% or less instructional duties. Non-Instructional Faculty are on 12-month contracts and require 37.50 hours work per week.

Educational Support Employees: Educational Support Employees are Staff employees in the Support, Crafts, Technical, Professional, Administrative -Managerial and Administrative-Student Support Classifications.

Employees Other than Educational Support Employees are Staff employees in positions classified as Administrative-General and Executive Management.

V. ELIGIBILITY

- a. Non-instructional employees are expected to work during their resignation notice period. Non-duty days, including college-observed holidays, spring break, and winter break, accrued vacation, sick leave, or comp time may not be used to satisfy the notice requirements as part of the resignation notice period.
- b. Additionally, non-instructional employees must be in a paid status on the day before and the day after college-observed holidays, spring break, and winter break to be paid for the holiday or break period. If an employee separates employment on the day before the beginning of winter or spring break, he/she is not entitled to be paid for the break period.
- c. Failure to perform assigned duties during the resignation notice period will be considered absence without leave and accumulated vacation or sick leave that is eligible for payment and/or transfer may be subject to loss.
- d. Terminal pay will be paid to a regular employee who terminates employment at the College, provided the employee meets the notice requirements indicated below.

Employee Classification	Written Notice Requirement
Full-Time Instructional & Non-Instructional	

- d. Employees will call the Human Resources office to discuss the necessary requirements to receive terminal pay benefits.
- e. Terminal sick and vacation leave payments to employees separating from the College

