

Andes Central School District	NEPN Code: GDQE (GDQD)
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**PAYMENT OF ELIGIBLE UNUSED LEAVES UPON
EMPLOYMENT TERMINATION**

Vacation Pay Out Upon Separation

1. An employee who completed six months of service and whose employment has been terminated will be paid for all unused vacation leave at the time of separation.
2. An employee who has not completed six months of service and whose employment has been terminated will not receive pay for earned but unused vacation leave.

A unit of vacation leave will be equal to the base hours per day as listed on your terms of employment. A unit of sick leave will be equal to the base hours per day as listed on your terms of employment.

Legal References:

Adopted: April 11, 2016

Revised: