

WAUKESHA PUBLIC LIBRARY  
HUMAN RESOURCES POLICY PROCEDURE

<b>SUBJECT:</b>  <b>SEPARATION PAYOUT</b>	Issued: <del>2/13/03</del> 12/12/19	No: H-6
	Supersedes: <del>12/10/98</del> 2/13/03	Page: 1 of 2

**Purpose**

It is the policy of the Waukesha Public Library to process the final paycheck of a separating employee according to a standardized procedure.

**Summary**

The following is the procedure for determining the amount of the final paycheck.

**1. Separation** (Reference Policy B-4, Separation)

The employee is required to follow the Library's separation procedure as outlined in Policy B-4. ~~Along with these requirements~~ The employee must **also** provide to his/her department head, and subsequently to the City Human Resources Department the ~~following dates~~ last date the employee will physically be at work. (Note: No benefits accrue after that date.)

~~a. The actual date the employee began working for the Library as a regular employee (for verification purposes).~~

~~b. The last date the employee will physically be at work.~~

~~Note: No benefits accrue after that date.~~

**The following determinations will be made:**

- a. What accrued benefits, i.e., vacation, compensatory time, sick leave (in case of a disability,) holiday, etc., are owed to the separating employee. ~~(does not include personal holidays for non-union employees)~~
- b. If the accrued current year benefits are to be paid out in one lump sum. ~~or let 'run out.'~~
  - i. Vacation accrued during the current year for the following year will be paid in one lump sum on the final paycheck. ~~(WPPA and IAF members only)~~ **Non-union employees will receive any hours in their vacation bank.**
  - ii. In the case of a disability application, accrued benefits are to be paid per the Wisconsin Retirement System statute.
- c. The date the employee will receive his/her last payroll check. The date will be a regularly scheduled payroll date.

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**2. Accrual of Benefits**

- a. Vacation (Reference Policy C-2, ~~Annual Vacation~~ Leave ~~Section H~~, or relevant labor agreement)
- b. Overtime or Compensatory Time Accrual (Reference Policy C-6, Overtime Compensatory Time Off ~~and Out of Classification Pay~~ or relevant labor agreement)

Compensatory time accrual or overtime wage payments will be made to any employee in the appropriate job classes (non-exempt) upon termination of employment. This pay must be taken in a lump sum.

- c. Sick Leave (Reference Policy C-3, Leave of Absence)

In cases where an employee is incapacitated and can no longer perform the duties of the position which he/she holds and where retirement (40.65, 40.63 or otherwise) or termination is necessary given the circumstances, sick leave benefits would be paid with proper authorization up to and including the retirement or termination date, providing the employee has adequate accumulation. As long as the employee is on authorized sick leave (~~paid or FMLA~~) status, benefits will continue to accrue.

- d. Personal Holiday (Reference Policy C-1, Holidays)

As is stated in Policy C-1 and reiterated herein, to be eligible for holiday pay, employees must work the entire regularly scheduled workday before and after a holiday, unless excused from work with pay for the entire scheduled work day(s).

~~Personal~~ Holidays are not paid out at termination (~~non-union employees~~).

~~Personal~~ Holidays are not considered vacation. Employees must take this time off prior to their last physical day on the job. ~~To utilize a "personal holiday," an employee must pass probationary status in the first year of employment and thereafter must work a minimum of sixty (60) days. In order for an employee to be paid for a "personal holiday," the employee must currently be employed at the library on the dates those holidays occur.~~

Adopted by the Library Board  
~~February 13, 2003~~ December 12, 2019