

CLARK COUNTY SCHOOL DISTRICT REGULATION

4295

TERMINATION PAY: ALL EMPLOYEES

- I. Employees on the Unified, Support Staff, or School Police Salary Schedule who terminate to retire under the provisions of the Public Employees' Retirement System or because of disability may select one of the following methods to receive their final termination pay. This pay includes: accrued annual (vacation) leave and/or compensatory time (if eligible).
 - A. An employee may choose to receive a lump sum payment effective with the employee's final day of service which would include payment for all services provided plus payment for the accrued vacation leave and/or compensatory time. Payment shall be based on the employee's daily rate of pay in effect on the final day of service. All employee rights and benefits cease upon the final day of service.
 - B. An employee may elect to receive final pay at the expiration of accrued annual leave and/or compensatory time (if eligible) following the final day of service. Payment for each day of service, accrued vacation leave, and/or compensatory time (if eligible) shall be paid at the daily rate of pay in effect for each day.
- II. Employees on the Unified, Support Staff, or School Police Salary Schedule who terminate for reasons other than retirement or disability shall receive one final lump sum payment computed effective the last day of service and shall not be permitted to use annual leave and/or compensatory time pay to extend the final termination date.
- III. Employees on the Licensed Salary Schedule who terminate shall receive one final lump sum payment.
- IV. Termination pay for employees will be paid on the regular pay day following the request for final pay, provided that all required resignation or retirement forms are properly completed and signed, and are received by the appropriate administrator, Human Resources Division, no less than twenty (20) days prior to the employee's final regular pay day.

4295 (page 2)

- V. Support staff and school police employees are not eligible for accrued leave usage and/or separation pay unless they have successfully completed their initial probation.

Review Responsibility: Human Resources Division
Adopted: [4293:6/77] (10/22/81)
Revised: (11/16/83; 5/14/91; 10/26/93)
Pol Gov Rev: 6/28/01