THE UNIVERSITY OF MICHIGAN

STANDARD PRACTICE GUIDE

SECTION:	Human Resources	Number:	201.40
		Revised:	7/1/05
SUBJECT:	Termination of Employment	Date Issued:	
		Review Date:	7/1/09
		Attachment(s)	0
APPLIES TO:	Regular Faculty* and Staff		
ISSUED BY:	The Offices of the Provost and Executive Vice President for Academic Affairs, Executive Vice President and Chief Financial Officer, and Human Resources		

Policy

The termination date is the last day on which a staff member worked. If the staff member is on a leave of absence, the termination date is the date of cancellation or expiration of that leave, whichever occurs first.

Pay for unused accrued vacation time will be provided to terminated staff members. Employees covered under the paid time off (PTO) will receive pay for unused accrued paid time off. To assure that payment for unused vacation time or paid time off will be included in the final paycheck, notice of termination should be processed ten (10) days prior to the termination date.

In general, University provided benefits expire on the last day of the calendar month in which employment termination occurs. Individuals are encouraged to contact the Staff Benefits office prior to termination to obtain information about benefits, and to arrange to pay the full cost for continuation of health care coverage for up to 18 months if desired.

In the case of the death of a staff member, final pay is made to survivors as provided by Michigan Law.

*Faculty includes all instructional, primary researchers, librarians, curators and archivists.