

**Scott County**  
**Request for Separation Pay to be Processed Early**

According to Scott County's Termination of Employment Policy (under Workforce Planning), employees who provide a 60 day written notice of their intent to separate employment can request up to 100% of their separation pay for accrued balances be paid out at the time the notice is given.

The purpose of this document is to request that my separation pay be paid during the next pay period.

Employee's Name: \_\_\_\_\_

Termination Date: \_\_\_\_\_

**The Separation Pay based on Accrued Leave Balances that I am requesting to be paid out at this time is:**

Paid Time Off: \_\_\_\_\_ Hours  
(maximum is 432 hours or the current balance of your account)

Vacation: \_\_\_\_\_ Hours  
(maximum is 192 hours or the current balance of your account)

Sick: \_\_\_\_\_ Hours  
(maximum is the lesser of the current balance of your account or 240 hours)

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

**For Office Use Only**

Processed by Payroll Department for the \_\_\_\_\_ paydate.