

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 to 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: _____

Based on my Accrued Leave Balances, the separation pay I am requesting to be paid out at this time is:

Paid Time Off: _____ Hours
(Maximum is 480 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