

**SOUTH CAROLINA STATE UNIVERSITY
PERSONNEL POLICIES AND PROCEDURES MANUAL**

SECTION: Separation	Section: IX
	Subject: D
SUBJECT: Terminal Pay	Effective: 01/01/06
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THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND SOUTH CAROLINA STATE UNIVERSITY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE UNIVERSITY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

Terminal Pay

- A. All separating employees must have a Pay Release and Clearance Form ([P-44](#)) completed and submitted to the Payroll Office prior to release of his or her final paycheck. Final wages (including payment for unused annual leave) due an employee shall be paid on the next regular payday after separation, if sufficient notification of the separation was given to the Office of Human Resource Management. Payment of final wages shall not exceed 30 days after separation from employment.

- B. A State employee who is separated from State employment, for reasons other than retirement or death, shall be paid for unused annual leave up to a maximum of 45 days in a calendar year.

- C. Leave credit is determinable as of the last day of work. If the employee works one-half the workdays of the month, the month's accrual shall be included in payment of unused annual leave.