Staff Separation
BU-PP 833

Policy:
Baylor University seeks to ensure that all separations, regardless of the reason(s), are done in a consistent, fair, supportive, and respectful manner.

Topics:
Basis for entitlement for unused, accrued vacation time at separation
Extension of employment
Final paycheck
Procedures

Related policies:
BU-PP 807 — Staff Discipline
BU-PP 402 — Vacation
BU-PP 822 — Staff Grievance
BU-PP 600 — Retirement Benefits

Contact:
Human Resources 254.710.2000 or askHR@baylor.edu
Payroll Office 254-710-2217 or Payroll_Office@baylor.edu

Basis for entitlement for vacation time at separation —
• Voluntary separation —
  Upon separation from the University, an employee will be paid for accrued vacation time (not Personal or Sick time). Payment for accrued vacation time does not extend employment for separating employees.

  Example: An employee whose last day of work is June 30 and has 40 hours of accrued vacation time will be paid for 40 hours and is not employed by Baylor after June 30.

• Involuntary separation —
  • Advance notice from the University is not required.
  • An employee will be paid for accrued vacation time (not Personal or Sick time).
  • An employee will be advised of the University’s grievance process, outlined in BU-PP 822.

• Retirement —
  To understand what is required to become a Baylor University retiree, refer to BU-PP 600 Retirement Benefits. A retiree will be paid for accrued vacation time (not Personal or Sick time).

• Death —
  Payment to the employee’s estate will be made for the employee’s accrued vacation time.

Note: Voluntary and involuntary separations must be coordinated with and approved by Human Resources (HR).

Extension of employment —
Payment for accrued vacation time does not extend employment. In other words, an employee may not complete a final period of employment through the use of accrued vacation time.
Final paycheck —
   The Payroll Office will not release an employee’s final paycheck until all separation processing is completed through HR. Outstanding debts as incurred by the employee will be deducted from the employee’s final paycheck as authorized by the Payroll Deduction Form.

Procedures—
The separating employee will:
   Upon receipt of Separation Processing Form via email from HR:
   • Schedule the Exit Interview with HR;
   • Return keys, uniforms and any other University property;
   • Clean laboratory/workplace;
   • Insure that any hazardous material is properly labeled;
   • Return library books to the appropriate University libraries;
   • Pay or make arrangements to pay any indebtedness owed to the University or related entity;
   • Coordinate separation with Student Financial Aid Office if employee, employee’s spouse and/or dependents are receiving tuition remission benefits.

   By the final workday or by the Friday before for an employee whose final work day falls on Saturday or Sunday:
   • Attend the scheduled Exit Interview in HR and return completed Separation Processing Form and ID card(s); and
   • Coordinate the conversion from Baylor’s group insurance to independent coverage, if desired.

The Payroll Office will:
   Upon completion of all required clearance and separation actions by the employee:
   • Mail final paycheck to the forwarding address indicated on the Separation Processing Form or hold the final paycheck in the Payroll Office to be released on the next regular pay date, as directed by the employee; and
   • Mail W-2 forms to the forwarding address indicated on the Separation Processing Form.