

Guidelines for Last Day Worked

Purpose:

To establish guidelines related to the last day of work for voluntary separations of service for Faculty, Administrators, or Classified Staff. (AFSCME and FOP members should consult their bargaining agreements. If bargaining agreements are silent, university policy and these guidelines apply.)

Potential policies impacted

- 41.001 Vacation and Winter Closure Time For Administrative and Classified Employees
- 40.045 Separations and Reinstatements of Classified Employees
- 40.031 Terminal Pay for Classified Employees
- 41.090 Retirement Separation
- 41.125 Holidays for Administrative Presidential Appointees and Classified Employees

Guidelines:

The date of a voluntary separation, including but not limited to resignations and retirements, shall be a day an employee is normally scheduled to work and is actively at work. Vacation and/or personal time cannot be used on the date of separation/last day of work unless as excepted below. Weekends, other non-work days, and holidays should not be used as a last day of work/separation date unless as excepted below.

Special Note Regarding Winter Break Closure: No voluntary separations other than retirements are allowed between the end of an employee's regular schedule on December 24* and 12:01AM on the day after the New Years Holiday is observed. (*Or if required to work during winter break, the employee's last regularly scheduled work day during winter break.)

Exceptions:

- Involuntary separations.
- Separations related to use of sick leave, FMLA, or medical and/or disability leave of absence.
- Retirement Separations: A weekend day or holiday may be used as the last day of work for a retirement only if the weekend or holiday is the last day of a month. A Winter Break Closure day can also be used as the last day of work for a retirement. However, the employee must work the last regularly scheduled day prior to the holiday or Winter Break Closure day. Vacation and/or personal time should not be used on the last day of work related to a retirement separation.
 - Example: When Memorial Day (last Monday in May) is also the last day of the month of May an employee may list Memorial day as their last day worked for a retirement separation. However, they must be actively at work the preceding Friday (or preceding regularly scheduled day.)
 - Note: Bargaining agreements should be consulted regarding whether holiday pay is received in these circumstances.

Quick Reference Guide Regarding Whether A Holiday Can Be The Last Day Worked:

a. New Year's Day (January first)	Exception for retirement only (as part of Winter Break Closure*)
b. Martin Luther King day (third Monday in January)	No
c. Memorial day (last Monday in May)	Exception for retirement only if it is the last day of the month
d. Independence day (July fourth)	No
e. Labor day (first Monday in September)	No
f. Veterans day (November eleventh)	No
g. Thanksgiving day (fourth Thursday in November) Sunday	Exception for retirement only, including Thursday, Friday, Saturday and Sunday
h. Columbus day (second Monday in October*)	Exception for retirement only since floated to day after Thanksgiving.
i. Presidents' day (third Monday in February*)	Exception for retirement only since floated to December 26 and part of Winter Break Closure*
j. Christmas day (December twenty-fifth)	Exception for retirement only (as part of Winter Break Closure*)

*As long as winter break closure is in effect.