

FINAL PAYMENT TO EXITING TOWN EMPLOYEES

Current

POLICY:

It is the policy of the Town of Seekonk, that employees who voluntarily resign or are terminated from the Town, may not utilize any paid time off for the purpose of extending the period of employment beyond the last day that the employee reports to work. Any accumulated leave payable to the employee as a terminal benefit as prescribed by the pertinent collective bargaining agreement, individual employment contract, or other agreement between the Town and employee shall be paid in full in the final payroll transaction of the employee. Under extreme extenuating circumstances, the Town Administrator may approve an exception to this policy if they deem it to be in the best interest of the Town.

Policy

It is the policy of the Town of Seekonk, that employees who voluntarily resign or are terminated from the Town, may not utilize any paid time off for the purpose of extending the period of employment beyond the last day that the employee report to work. This includes, but not limited to, vacation, compensatory, sick, personal, administrative, days of choice, or any other paid time off earned by the employee.

Any accumulated leave payable to the employee as a terminal benefit as prescribed by the pertinent collective bargaining agreement, individual employment contract, or other agreement between the Town and employee shall be paid in full in the final payroll transaction of the employee. Under extreme extenuating circumstances, the Town Administrator may approve an exception to this policy if they deem it to be in the best interest of the Town.

Procedure

A request for consideration of any exception to this policy must be submitted in writing by the employee. A written recommendation of the employee's Department Head shall be submitted with the employee's request to the Town Administrator for review and consideration.

This policy was approved and adopted by the Board of Selectmen on December 21, 2022.