

**POLICY NAME** FINAL PAYCHECK

**POLICY NUMBER** 2.3.11

**CATEGORIES**

**DATE PROPOSED:** 8/10/18

**DATE OF VOTE:** 8/22/18

**ACCEPT (Y/N):** Y

In the case of resignation or termination, employees will receive their final paycheck on the next scheduled payday. However, certain personnel records must be completed and employees must return all MIC tools and equipment, such as keys, etc. The employee's last paycheck will not be released until all MIC property in the possession of the employee has been accounted for and/or returned. The SFM will notify employees of these requirements at the time of termination. The final paycheck will include payment for time worked and any unused PTO benefits, if eligible.