

 Town of Swansboro	<b>Personnel Policy</b>		<b>Holidays and Leaves of Absence Vacation Leave: Payment Upon Separation</b>	
	Number: Article VII; Section 10	Revisions: 1	Effective Date: November 1, 2023	Page of 1 1
	Supersedes:		Approved By: <i>Paula W. W. W.</i>	

**ARTICLE VII. HOLIDAYS AND LEAVES OF ABSENCE**

**Section 10. Vacation Leave: Payment Upon Separation**

An employee voluntarily separating from the Town will be paid for accumulated vacation leave upon separation, not to exceed 30 days, provided one of the following conditions are met.

- a. Adequate notice of separation has been provided.
  - i. Two-week notice (14 days) for Non-Department Heads.
  - ii. One-month notice (30 days) for Department Heads.
- b. Employee is being separated due to a reduction in force.
- c. Employee is not currently on probation (new hire or disciplinary).

An employee involuntarily separated or failing to provide adequate notice of separation from the Town will not receive a payout for the accumulated vacation leave.

The notice requirement may be waived by the Town Manager if deemed to be in the best interest of the Town.

*(Reference: NC G.S. 95-25.7 Payment to separated employees; NC G.S. 95-25.12 Vacation Pay Plans; & NC G.S. 95-25.13 Notification posting and records)*