

**AMERICAN LIBRARY ASSOCIATION
PERSONNEL POLICY MANUAL**

Item Number 805

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UNUSED VACATION PAY AT TERMINATION

Reviewed 4/1/98

A regular employee who retires, resigns, or is discharged will be paid for all vacation accrued but unused at the time of termination. Vacation pay given to terminating employees will be given as a lump sum payment. Unused holiday or sick pay will not be paid on termination.