



**PRAIRIE VIEW
A&M UNIVERSITY**
HUMAN RESOURCES

Lump Sum Termination Pay

An employee may elect to be paid in a lump sum upon separation. If it is mutually agreeable to both the employee and employer, an employee may elect to remain on the payroll in a budgeted or wage position for the period of accrued vacation. An employee who remains on the payroll in this status will retain all group benefits, but may not use their sick leave, accrued sick leave, or accrued vacation leave.

If a lump sum termination pay is elected, the employee's department and the Office of Human Resources are responsible for reconciling the employee's unused leave balance to ensure the correct balance is identified. The number of reconciled hours will be documented in a Lump Sum Payment letter from the Office of Human Resources to the terminating employee's Supervisor.

The terminating employee's Supervisor is responsible for initiating the lump sum termination pay request for the reconciled number of hours by completing a Payroll Adjustment Form and processing it through the normal approval channels.