



DODGE COUNTY PERSONNEL POLICIES AND PROCEDURES

Policy #: 201.2	Approval Date: 5/19/20
Policy Title: BENEFIT PAYOUT UPON RETIREMENT OR TERMINATION	Effective Date: 5/19/20
Owner: HUMAN RESOURCES COMMITTEE	Revision Date(s): 8/05/14; 7/1/16; 5/2/17; 3/21/19; 2/3/20; 5/19/20; 2/14/22; 10/14/25

I. PURPOSE

The purpose of this policy is to provide guidelines to employees on their benefit payouts upon retirement or termination and use of time off after providing notice of retirement or termination.

II. POLICY

- A.** Employees who terminate their employment by providing proper notice as outlined in Policy 123-Resignations and Discharges will receive pay for all eligible accrued paid time off (PTO), vacation, holiday and compensatory time due, based on the date of termination and respective policy.
- B.** Employees who are involuntarily terminated are not eligible for payment of accrued benefits, as by allowed by law.

III. STANDARDS

- A.** Employees who retire or become disabled and are eligible to receive Wisconsin Retirement Fund annuity or Social Security will receive payment for all eligible accrued paid time off (PTO), vacation, holidays and compensatory time, based on the date of termination and respective policy.
- B.** Employees may be allowed to use the equivalent of a maximum of two (2) weeks of any accrued benefit (i.e., vacation, compensatory time, etc.) immediately preceding their retirement or termination date provided the employee provides written notice of their date of retirement or termination no later than 60 days prior to the use of the two (2) weeks of accrued benefit time.
- C.** Employees must physically work their scheduled number of hours on their last date of employment with the County.
- D.** An employee requesting time off during the last two (2) weeks of employment is allowed up to two (2) days off with prior approval from the supervisor. Any time off during the last two (2) weeks of employment approved prior to the retirement or termination notice is limited to two (2) days during the last two (2) weeks of employment.

IV. PROCEDURE

Human Resources Department must verify the payout before any payments are made by the Finance Department. *[this section moved]*

V. GUIDELINES

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