

## Voluntary Separation

### 1. Resignation.

Pursuant to Policy 2.7 Employment Separation of the Employee Manual, employees who plan to voluntarily resign are encouraged to submit a letter of resignation to their supervisor and Human Resources at least two (2) weeks in advance of the effective date of resignation.

### 2. Retirement.

All Commission employees are required by Ohio law to participate in the Ohio Public Employees Retirement System (OPERS). The requirements of OPERS can be obtained by contacting OPERS directly.

### 3. Disability Separation.

Employees who are approved for a disability retirement under Ohio Public Employees Retirement System (OPERS) will be considered separation from Commission employment the end of the payroll period following Disability Retirement approval. Employees are not permitted to extend their date of separation through the use of paid leaves.

### 4. Separation Procedures.

- Employees are encouraged to give as much notice as possible.
- Terminal leave will be made to employees after the final payment for hours worked has been made in order for the Lost Time Record to be updated.
- Employees separating due to resignation will be paid Vacation Leave at 100% in accordance with Policy 3.1 of the Employee Manual. Sick leave is not paid out for resignation.
- Employees retiring on a regular or disability retirement will have their Sick Leave cashed out in accordance with Policy 3.2 of the Employee Manual.
- If Terminal Pay is to be deposited in the employee's Deferred Compensation Account, arrangements must be made the Deferred Compensation at least 30 days in advance of payment.
- Employees must turn in all property, including uniforms and equipment, proximity cards, ID cards, cell phones, pagers, transponders within five (5) days of departure.
- Employees are encouraged to engage in an Exit Interview conducted by Human Resources prior to departure.