



## EL PASO COUNTY DEPARTMENT OF HUMAN RESOURCES

### Payment Upon Separation

**Adopted Date: September 08, 2014**

Upon separation, an employee shall be paid compensation for hours worked and qualifying accrued leave benefits as of the employee's separation date. Qualifying accrued leave includes vacation time and compensatory time, but does not include sick leave or military leave. An employee who has separated from employment for any reason (voluntary or involuntary) and who has cleared with the county department's exit checklist shall be paid in full not later than the next full regularly scheduled pay day occurring after the date of separation.