

# **MADISON COUNTY, VIRGINIA PERSONNEL POLICIES MANUAL**

<b>SEPARATION DATE</b>			
<b>POLICY NO.</b>	<b>13.5</b>	<b>EFFECTIVE:</b>	<b>01/02/2024</b>

- A. When an employee separates from County service, the effective date must be the last day that such employee is physically on the job. The County will not be liable for matters affecting the employee following his/her physical absence from the job. It is not permissible to delay the effective date of separation by any amount of accumulated annual or compensatory leave due the separated employee. Pay for any annual and compensatory leave balances due to eligible employees shall be paid in a lump sum basis.
- B. If an employee is on approved sick leave, Workers' Compensation leave or leave without pay when separated, the effective date of separation shall be the actual date of separation as given by the employee and approved by the County Administrator.
- C. When the effective separation date immediately precedes a holiday, the employee shall not be paid for the holiday