



**No. 328**

**Section:** ADMINISTRATIVE EMPLOYEES  
**Title:** SEVERANCE PAY  
**Adopted:** February 20, 1996  
**Revised:**

	<b>328. SEVERANCE PAY</b>	
<p>1. Purpose</p> <p>2. Guidelines</p> <p>3. Eligibility</p>	<p>Encourage and reward appropriate use of sick leave.</p> <p>Employees who retire as per PSERS guidelines for normal retirement will be reimbursed for unused sick days at a rate specified in the Administrative Evaluation and Compensation Plan.</p> <p>The employee must have at least ten (10) years of service with the Lebanon County Career and Technology Center prior to retirement. If the employee does not retire while employed with the Lebanon County Career and Technology Center the eligibility is terminated.</p>	

