

## Policy 5.37

### Separation Date Policy

The last day of work is the date of separation, except when an employee exhausts sick and annual leave before disability retirement. Employees must be physically present at their duty station to return keys, ID badges, and all college property related to employment to include transferring computer records to their supervisor. Exceptions to this policy may be granted in writing by the President.

### References

**Legal References:** *1C SBCCC 200.94*

**SACSCOC References:** *Enter SACSCOC references here*

**Cross References:**

### History

**Senior Staff Review/Approval Dates:** *10/7/14*

**Board of Trustees Review/Approval Dates:** *10/7/14*

**Implementation Dates:** *10/7/14*