

Termination Payment Policy



Unfortunately, termination notices typically leave out the key information payroll needs to calculate and process payments. For example, it's common for a notice to state that an employee is due earned overtime, but not list the actual amount owed. Another common omission is an explanation of how earned commissions are to be paid after termination.

The best way to avoid these problems is to ensure that payroll lets HR (and other departments) know what information it needs to process termination by listing it in a policy the way our Model Policy does.

HR managers in any part of the country can adapt this Model Policy for use at their own workplace.