
TERMINATION OF EMPLOYMENT

Employees terminating employment with HSWC, Inc. will be paid for any earned but unused PTO in their final paycheck.

In the event that an employee has used PTO hours in advance of earning them, the used but unearned PTO will be deducted from their final paycheck.

Approved by BOD 11/18/2002

Approved by Policy Council 1/13/2003