

Computation of Terminal Pay for Hourly Employees

Summary/Purpose: The calculation method or formula is given to demonstrate how terminal leave pay is determined for hourly employees.

Terminal leave pay is calculated by multiplying the hourly rate by the number of hours available. For example, if an employee had 120 hours of unused Personal Leave on the date of termination, the employee's hourly rate would be multiplied by 120 in order to calculate the terminal leave pay portion of his or her terminal pay.