



## Town of Chester Separation of Employment Policy

Last Updated: 12/22/2025

Approved: 2/9/26

### Separation of Employment

To provide the Town with sufficient time to hire and start to train a replacement, we request at least two (2) weeks' notice upon resignation. If two (2) weeks advance notice is provided upon resignation, employees will be considered to have resigned in good standing and may be eligible for rehire. The Town may accept a resignation effective immediately; however, wages will be paid through the end of the two (2) week notice.

Upon resignation/termination, employees should review their eligibility for extending benefits with the Town Administrator and/or Treasurer or designee. A present or forwarding address must be left with Town Office so that information regarding benefits and year-end tax information can be forwarded. Terminating employees are normally paid through the last day of employment minus any deduction for insurance that will continue until the last day of the month. Upon resignation or termination, regardless of the reason, employees shall be eligible for payment of unused accrued vacation leave. Vacation leave may not be used to extend your termination date. The last day worked will be considered as your termination date. Personal Days will not be paid to an employee when he/she leaves or is terminated from the Town. Additionally, accrued sick time or future holidays will not be paid. A final paycheck will be mailed on the next scheduled payday if an employee resigns. If an employee is involuntarily terminated, a final paycheck will be available within seven (7) business days.

Employees are responsible for returning all property, materials, or written information issued to them, all work products for which the employee has been employed to produce, or other products in their possession or control. Property is defined to include, but not limited to, all written material, supplies, electronic transcriptions, computer generated data/information, or any written or visual productions.

If, at the time of resignation/termination, an employee is receiving Town health insurance coverage, it will be continued through the last day of the month. If eligible, insurance coverage may be extended through COBRA (see section on 'COBRA Rights' of these policies) for an additional eighteen months by law at employee cost. To elect this benefit option, an employee must sign a special election form and maintain the applicable premium costs.

Print Name:

Signature:

Position:

Date: