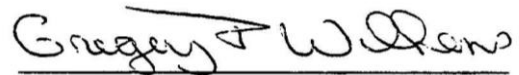


**SECTION 6.10:      SEPARATION**

- a. Employees may choose to separate from employment with BCEO for a variety of reasons. Employees are expected to provide their supervisor or manager with at least two (2) weeks' notice prior to their last working day. In the event of retirement, BCEO requests as much advance notice as possible and recommends a minimum of six (6) months' notice.
- b. Upon separation from employment for any reason, eligible employees will be compensated for any accrued but unused vacation or compensatory time earned as of the date of separation.
- c. For all purposes, the date of separation shall be considered the employee's last day physically worked. The purpose of the notification requirements outlined above is to ensure a smooth transition of job responsibilities. Therefore, under normal circumstances, an employee may not use leave time (including sick, vacation, compensatory, or personal) during the final two (2) weeks of the notification period. Employment will not be extended beyond the last day physically worked with the use of any type of leave. Exceptions may be authorized by the County Engineer or their designee under special circumstances.
- d. Eligible employees who retire with ten (10) or more years of service with the County, the State, or any political subdivision of the State shall be paid for one-fourth (1/4) of their accrued sick leave balance up to a maximum of forty (40) days' pay. *See* Section 6.4.1 (Sick Leave Conversion).
- e. Final payments upon separation will be made within thirty (30) days of the separation.
- f. It is illegal under Ohio law for County employees to be paid severance pay beyond these statutorily required payments upon separation from employment.



Gregory J. Wilkens, P.E., P.S.  
Butler County Engineer  
*November 2002*  
*July 2026*