

Resignation

AFT / MANAGER	CWA/IFPTE	POLICE	FACULTY / INSTRUCTIONAL SPECIALISTS
Vacation: All hours after review and proration will be paid out	Vacation: All hours after review and proration will be paid out	Vacation: All hours after review and proration will be paid out	Vacation: N/A
Sick: N/A	Sick: N/A	Sick: N/A	Sick: N/A
PLB: if applicable	COMP: All hours available after term.	COMP: All hours available after term.	PLB: if applicable
	<i>NO PERSONAL</i>	<i>NO PERSONAL</i>	

Things to know:

- Balances are reviewed and prorated after termination date.
- Payments will be processed after termination (will not be included in last payment from the university). Allow 4 to 6 weeks for processing.
- Should you wish to have an idea of what your payment may look like, feel free to calculate by using the monthly accrual rates on our [Paid Time Off page](#).
- If you would like to donate excess hours please refer to the [Donate Leave page](#)
- If you wish to receive a copy of your paystub please send your request(s) to payroll@montclair.edu