

# Resignation

<b>AFT / MANAGER</b>	<b>CWA/IFPTE</b>	<b>POLICE</b>	<b>FACULTY / INSTRUCTIONAL SPECIALISTS</b>
<b>Vacation:</b> All hours after review and proration will be paid out	<b>Vacation:</b> All hours after review and proration will be paid out	<b>Vacation:</b> All hours after review and proration will be paid out	<b>Vacation:</b> N/A
<b>Sick:</b> N/A	<b>Sick:</b> N/A	<b>Sick:</b> N/A	<b>Sick:</b> N/A
<b>PLB:</b> if applicable	<b>COMPENSATORY TIME:</b>  All hours available after term.	<b>COMPENSATORY TIME:</b>  All hours available after term.	<b>PLB:</b> if applicable
<b>Personal time:</b> N/A	<b>Personal time:</b> N/A	<b>Personal time:</b> N/A	<b>Personal time:</b> N/A

## 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 PTO 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](mailto:payroll@montclair.edu)