

Retirement

AFT/ MANAGER	CWA/IFPTE	POLICE	FACULTY
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*: ½ of all hours after review and proration will be paid out. (Capped at \$15,000)	Sick*: ½ of all hours after review and proration will be paid out. (Capped at \$15,000)	Sick*: ½ of all hours after review and proration will be paid out. (Capped at \$15,000)	Sick: Only if employee was in a qualifying position during their employment.
PLB: if applicable	PLB: N/A	PLB: N/A	PLB: if applicable
* ABP members must advise the Benefits Department. Once approved by State, Benefits will advise the Payroll Department and payment will be processed.	* PERS members must submit a SCOR form along with congratulations letter from NJ Division of Pensions and Benefits.	* PFRS members must submit a SCOR form along with congratulations letter from NJ Division of Pensions and Benefits .	No forms required.

Things to know:

- Balances are reviewed and prorated after termination date.
- Payments will be processed after termination during an offcycle (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](#)
- PERS and PFRS members must complete a [SCOR form](#) and submit it along with a copy of the Congratulations Letter sent by state to **payroll@montclair.edu**
- Complete only the highlighted sections on the [SCOR form](#), any additional information completed will result in a processing delay.
- To determine if you are a PERS or PFRS member, please contact the Benefits Department @ hr-benefits@montclair.edu
- If you wish to receive the paystub for the payout please send your request(s) to **payroll@montclair.edu**