



**I. 4.5.2 Ending Dates for Appointments**

Chapter 4 - General Personnel	Original Effective Date: November 2000
Section: 4.5 Employment Administration	Date Last Reviewed: December 2001
Responsible Entity: Senior Vice President and Chief Human Resources Officer	Date Last Revised: December 2001

**II. Purpose**

To establish the policy of ending dates for appointments of all employees of UT Health San Antonio.

**III. Scope**

This policy applies to all faculty, administrative and professional (A&P), and classified employees of UT Health San Antonio.

**IV. Policy**

Appointments will normally carry an ending date effective on or before August 31 of the fiscal year in which the appointment is being made. Appointments made from grants or contracts may terminate in accordance with the terms thereof. The following special provisions apply:

1. An employee who has performed all of the customary duties of the job for all scheduled working days during the month shall receive full pay for the month. In cases where the last calendar day of the month is not a usual working day (weekend or holiday), the payroll removal date shall be the last calendar day of the month. Otherwise, the last day worked will be the date of separation.
2. If an employee has taken either vacation or sick leave in excess of the amount earned, the date of removal from payroll will be adjusted from the last actual day of work by the number of work days or hours of vacation or sick leave owed.

**V. Definitions**

*There are no defined terms used in this Policy.*

**VI. Related References**

*There are no related documents associated with this Policy.*

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**VII. Review and Approval History**

The approving authority of this policy is the University Executive Committee.

Effective Date	Action Taken	Approved By	Approved Date
11/2000	Policy Origination		
12/2001	Policy Revision		