

<b>University Enterprises, Inc. Policies and Procedures</b>		<b>Policy No. 815</b>
<b>Section:</b>	Human Resources	
<b>Policy:</b>	Severance Pay	
<b>Revised Date:</b>	December 11, 1998	

## Severance Pay

### I. PURPOSE

To provide income protection, under certain circumstances, to University Enterprises, Inc. (UEI) employees who separate from employment with UEI.

### II. SCOPE

This policy applies to all regular UEI employees.

### III. POLICY

Severance pay is subject to available funding and may be granted to regular employees terminating under certain circumstances.

### IV. PROCEDURE

- A. Circumstances under which an employee may be granted severance pay include permanent reduction in the work force, elimination of the job or position and, at the discretion of UEI release from employment.
- B. Employees are not eligible for severance pay due to:
  1. voluntary separation;
  2. termination for misconduct;
  3. temporary layoffs and/or refusal to accept another suitable UEI position offered at the time of termination;
  4. termination of a project because of lack of funding; or
  5. retirement under conditions not involving elimination or termination of the job.

### V. PAYMENT AMOUNT

Severance pay may be provided subject to funding and at the discretion of UEI. Typically, non-management employees may receive up to two weeks of severance pay and management employees may receive up to three months of severance pay.

The severance payment will be made in one lump sum and is subject to applicable taxes.

### VI. RELATED POLICIES

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|----------------|-------------------------------------|
| Policy No. 805 | Employee Separation                 |
| Policy No. 810 | Reduction In Force (RIF) and Recall |