

PERSONNEL: Support/Classified Personnel

Forfeitures

1. The starting date of a new employee must correspond to his/her first day “on the job,” and compensation shall commence on that date.
2. Terminating employees are not to be paid beyond the last day actually worked unless they are paid in sick leave status at the time of separation. NOTE: Cash settlement for unused vacation is not in conflict with this policy.
3. Deductions will be made from a final check for monies due the Baltimore County Public Schools such as reimbursement for the use of unearned sick leave.
4. Employees will forfeit holiday pay if they are in unpaid status on both their duty day preceding and following the holiday.
5. Lost time shall be uncompensated unless covered by the provisions of policy on benefits. Deductions for absences within the duty day as late arrivals and early departures shall be proportional to time lost within the limits permitted by the payroll system.

Rule

Approved: 08/29/68

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Superintendent of Schools