

RESIGNATION AND RETIREMENT

The Library asks for at least twenty working days written notice from all employees who are protected by Section 75 of the Civil Service Law.

All other employees work "at will".

An employee will be granted a lump-sum payment upon his or her termination of employment for annual vacation leave and sick leave (see "UNUSED SICK LEAVE" policy) earned to that date, payable at the time of the next payday immediately following the effective date of the resignation or retirement.

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PERSONNEL

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