

## GCCC Policy Add Template

**Category:** Personnel

**Division:** HUMAN RESOURCES

**Department:** [Click here to enter text.](#)

**Policy Title:** FINAL PAYROLL CHECK/VACATION PAYOUT

**Policy Statement:** Final payment for time worked will be paid at the regular pay date.

Payment for unused vacation will be paid by check or direct deposit and will be available at the next regular pay date. Vacation payout will be taxed at the current federal and state supplemental wage income tax withholding amount

**Procedures:** [Click here to enter text.](#)

**Contacts:** Payroll Coordinator

**Approved Date:** 7/1/2015

**Policy History:** [Click here to enter text.](#)

**Keywords:** FINAL CHECK, VACATION PAYOUT

**Related Form:** [Click here to enter text.](#)