

# LSUHSC School of Medicine

## Termination & Leave Notification Policy

It is the policy of LSUHSC School of Medicine to require the departments' chair and business managers to establish procedures to ensure that termination and leave is appropriately communicated to the business manager in a timely manner to prevent Overpayments. The business manager of the departments is responsible to notify Human Resource, Gary McMillen and Susan Arnold, via e-mail within 24 hours of notification of any termination or leave for any faculty, staff, resident, fellow, or student worker. Overpayment occurs when compensation that is not owed to the employee is paid in error. This includes but is not limited to overpayment of wages, annual leave paid in error, and erroneous refunds of deductions. Unearned payments to employees are prohibited by Article 7, Section 14 of the Louisiana State Constitution, which prohibits the donation of public funds. Therefore, LSUHSC School of Medicine is required to recoup overpayments to both active and separated employees. The LSUHSC School of Medicine is designed to prevent any overpayments and supports the new CM – 57 Policy and Procedure of Overpayments.