



**Procedure Number: 564.2**

**Procedure: Final Payment of Wages to Employees**

**Effective Date:**

**Revision Date: 11/2025**

**Responsible Party: Administration & Finance/Financial Services & Payroll**

---

## **PROCEDURE:**

1. **Resignation or Retirement:** Employees who resign or retire will receive their final wage payment and appropriate lump-sum payment of annual leave and/or sick leave in the next regular pay period that includes their final working day. The employee can request that their final wage payment be direct deposited, if they already have the option established, or mailed to the address of their choice.
2. **Probationary Period Termination, Termination for Cause or Layoff (Reduction in Force):** Employees who are terminated or laid off will receive their final wage payment and appropriate lump-sum payment of annual leave and/or sick leave in the next regular pay period that includes their final working day. The employee can request that their final wage payment be direct deposited, if they already have that option established, or mailed to the address of their choice.

## **AUTHORITY AND REFERENCES**

Montana Code Annotated [39-3-204](#) and [39-3-205](#)