

## SEVERANCE AGREEMENTS AT A GLANCE

The following steps must be taken when an employee is terminated, and a severance agreement has been reached. MCC only allows continuation of **medical benefits only for up to six (6) months**. No other benefits may be continued under severance.

Terminate the employee in your payroll system.  
Fax or securely email a copy of the signed severance agreement.

The severance agreement must include the employer's name and location as well as the employee's name, date of separation, date through which medical benefits are to continue, and signatures from the decision maker(s) of the unit and the terminated employee. Please note, there is a six-month maximum allowed for medical benefits only.