

St. Mary's College of Maryland  
Academic Year Employee Pay Policy

Faculty members will be paid their salary in equal biweekly payments over the 12-month period beginning on August 1<sup>st</sup> and ending on July 31<sup>st</sup>. If a faculty member separates from service prior to this ending date, the faculty member will be paid all earned, but unpaid salary in a single lump sum within 30 days of the end of the pay period in which the separation from service occurred. "Separation from service" has the same meaning as provided in Section 409A of the Internal Revenue Code and includes any voluntary or involuntary termination from service, including, but not limited to retirement or death.