



Severance Pay

[Owner: Office of Human Resources]

The Diocese does not pay into the Louisiana Unemployment Insurance Fund. The Diocese maintains a Severance Pay Plan that pays a one-time, lump sum benefit to qualified employees who experience a qualifying event based on the employee's years of service as of the last date of employment.

An Application for Benefits for Severance Pay will be completed and submitted by the supervisor to the Office of Human Resources in conjunction with a qualifying event. The Director of Human Resources must approve and submit the application to the Payroll Office for payment to be made.

The Diocese of Houma-Thibodaux Severance Pay Plan document governs the payment of any benefit under the plan. In case of any discrepancy between the actual plan document and this policy, the actual plan document will prevail.