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**SIGMA TAU DELTA**  
**SEVERANCE PAY POLICY**  
**[Adopted by the Board of Directors September, 1999]**

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A salaried employee who is terminated because of retrenchment, lack of work, change of national office location, or any unforeseen event is entitled to 30 days' notice. In addition, on the recommendation of the Executive Committee, the Board may elect to award severance pay to an employee terminated for one or more of these reasons. Only employees of at least five years' service are eligible for severance pay. Severance pay shall not exceed 30 days' salary.