



ASPIRING, CARING,
CONNECTING, GROWING



EMPLOYEE AUTHORIZATION FORM TO DEDUCT FROM PAY

In the event that my employment with Chesapeake Utilities Corporation (“Chesapeake”) ends voluntarily or involuntarily, I hereby expressly authorize Chesapeake to deduct from my pay the following:

- Any amount owed for paid leave advanced to me, but not earned, prior to the termination of my employment;
- Any signing bonus amount owed as per the terms of the signed offer letter;
- Any tuition reimbursement amount owed according to the Tuition Reimbursement Policy;
- Any amount owed for outstanding personal expenses at the time my employment terminates (costs of goods or services purchased from Chesapeake); and
- To the extent allowed by law, the replacement cost of any Chesapeake property I fail to return within a reasonable period of time following the termination of my employment.¹

I understand that Chesapeake, may provide me with an itemized list of any and all deductions made from my final pay based on this Authorization. [Reference: Employee Handbook - Final Paycheck \(Bookmark\), located in Helpful Information Documents](#)

EMPLOYEE'S NAME (printed):

EMPLOYEE'S SIGNATURE

DATE

Please print, sign and date one copy of this Authorization and forward it to Human Resources. You may wish to keep a copy for yourself.

¹ This provision not applicable in Delaware and Virginia.