



HUMAN RESOURCE POLICY & PROCEDURE

Topic: **RESIGNATION of EMPLOYMENT POLICY**

Policy #:

Version: 1.0

Updated Date: January 2003

Purpose: To establish guidelines for employees notifying the University of their intent to terminate their employment.

Scope: All employees

Policy: An employee planning to leave the University shall give written notice to their manager and the Office of Human Resources. With the exception of the probationary period, notice is generally equal to ten (10) work days for hourly employees and thirty (30) days for professionals.

The manager may at his/her discretion relieve the employee of any duties during all or part of the notice period. If the manager determines that it is in the best interest of the University, the employee may be asked to leave immediately. When the notice is waived, generally, the employee will receive pay in lieu of notice for up to two (2) weeks at the employee's base rate of pay.

The last day worked is the termination date of record. The termination date will not be extended to accommodate vacation days. It is the responsibility of the manager to initiate the Personnel Action Form (PAF) using the last day worked as the termination date and submit to the Office of Human Resources as soon as possible.

The Office of Human Resources will facilitate the exit interview with the terminating employee.

The employee is responsible to return keys, uniforms, identification badges and all other University owned properties to their manager on or before their last work day.

The balance of the employee's unused vacation accrual will be calculated by the Payroll Department and paid out on the next scheduled payroll date.

The University is an at-will employer and reserves the right to terminate any individual's employment and compensation at any time, for any cause, with or without notice.