

Section: SEPARATION
Subject: Resignation
Number: HR 3800

I. Institutional Regulations

- A. Employees with employment agreements shall be required to provide the College with 30 calendar days notice of their intent to resign.
- B. Employees with continuing contracts shall be required to provide the College with 30 calendar days notice of their intent to resign and shall be expected to serve out the terms of their contract unless mutual agreement is reached between the Board and the employee regarding a resignation during the contract period.
- C. All other employees shall be required to give 2 weeks notice of their intent to resign.

II. Procedure

- A. The employee shall notify the supervisor in writing of the effective date of his/her resignation. The effective date shall be the employee's last day actively at work or the last day on approved leave, even for a Regular employee who is employed on a less than 12 month basis and who resigns during a nonduty period.
 - 1. Resignations which coincide with the end of an employment agreement or a continuing contract are preferable.
 - 2. If an employee with a continuing contract wishes to resign during the contract year, his/her letter of resignation should include justification for that action.
 - 3. Employees who quit without proper notice may be determined ineligible for rehire.
- B. The department shall initiate a Separation of Employment form and submit it, along with the employee's letter of resignation, to Human Resources. The following will be notified of the separation:
 - 1. Vice President or other direct report to the President
 - 2. President and Board if the employee has a continuing contract
- C. The supervisor may also complete a Position Action Request to request to fill the resulting vacancy.
- D. Upon receipt of the Separation of Employment form, Payroll shall calculate the employee's vacation leave payoff.
 - 1. The employee shall receive lump-sum payment for unused vacation, up to a maximum of one year's accumulation.
 - 2. An employee terminating from a Specially Funded position shall receive pay for his/her Vacation Leave only if remaining funds are available from the position's specific funding source.
- E. See Employee Exit, HR 3830, for other separation procedures.

APPROVED:



Executive Director, Human Resources

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