

Resignation and Offboarding

1. Hourly staff members desiring to resign voluntarily from their employment with the University are required to submit their resignation in writing to their immediate supervisor.
2. Hourly staff must provide a minimum of (10) ten working days or (2) weeks' notice prior to the last day on the job in order to be considered to have resigned with proper notice.
3. Exempt (salaried) staff members are required to give (20) twenty working days notice or (4) weeks in order to be considered to have resigned with proper notice. Exempt staff providing less notice can still be considered leaving in good standing if approved to do so by their supervisor or manager. This exception will be administered on a case-by-case basis.
4. An employee who gives less than the required 10 or 20 working day's notice and who is absent without notice for three consecutive work days is deemed to have resigned without proper notice.
5. Failure to provide proper notice makes the employee ineligible for rehire.
6. An employee may initiate the process in Workday to resign from their employment and upload a copy of their resignation letter. The 'Submit Resignation' job aid can be found in the Workday Job Aid & Video Library.
7. Exit interviews are optional. Staff members who have submitted their resignation to their supervisor and are interested in scheduling an in-person exit interview may contact their HR Consultant. Faculty Members may schedule an exit interview by contacting the office of their respective Dean.
8. An employee's last day is required to be a regularly scheduled work shift. Accrued vacation or sick leave cannot be used in lieu of notice.
9. University keys, I.D. card, parking permit, uniforms, pagers, laptop computers, or other university property are required to be turned in and all outstanding debts must be paid on or before the employee's last day.
10. Any remaining debt due to the University will be deducted from the employee's final paycheck.
11. Accrued and unused vacation leave balances will be paid after Payroll Services receives confirmation of the balance from the employee's department.