

8.0 EMPLOYEE TERMINATION

Employee termination may be voluntary or involuntary; as defined below. Responsible managers are to process terminations in a manner that does not violate University policy or the rights of the terminated employee. Each type of termination and the required steps are as follows:

8.1 Voluntary Termination

This type of termination or resignation occurs when an employee makes the decision to leave the organization. Voluntary termination or resignation requires adequate notice from an employee, usually a minimum of 15 days.

If an employee fails to give adequate notice, he or she will forfeit payment of accrued, unused vacation days and will not be eligible for rehire, unless the rehire eligibility is approved by the HR Director. A voluntary termination also requires a written notice from the employee, to the manager which is submitted to

8.5 Pay and Benefits

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