106 Termination, Professional & Managerial Staff

Revised: October 1999

An employee wishing to resign from the University should give at least four weeks notice to their immediate supervisor. The University will calculate and pay the earned but unused vacation credits to the last day of employment.

A College or Department receiving a resignation notice from an employee must forward a copy to Human Resources.

A College or Department proposing to terminate an employee for cause must discuss this with Human Resources before taking any action.

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