

## 209 Termination, Support Staff

**Revised: December 1999**

### Resignation

An employee intending to terminate employment with the University should give at least two weeks notice to their immediate supervisor. The employing Department will report earned but unused vacation leave credits to Human Resources, so that the University's final payment will include the eligible cash equivalent. Similarly, the University will deduct the cash equivalent of any vacation days already used but not accrued.

### Involuntary Termination

To ensure compliance with legal and policy requirements, Departments should discuss all involuntary terminations with Employee Relations.

Departments must send copies of all letters of termination from or to employees to Human Resources. The employing Department and employee should consult the termination checklist in [section 709](#) [1] of this manual.

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#### Links

[1] <https://www.uoguelph.ca/hr/node/4147/>