

SUBJECT: RESIGNATION

Employees resigning from the University must notify the Human Resources Department and their immediate Supervisor in writing a minimum of (2) two weeks before the last day worked.

- 1) The employee must obtain an Exiting Employee Summary from the Human Resources Department.
- 2) Before his/her last day of employment, the employee must ensure that the Exiting Summary is fully completed and duly signed by a representative from each of the departments listed. The employee should carry the Exiting Summary to each department involved. The employee's immediate supervisor shall ensure that the employee has a proper amount of time to accomplish this.
- 3) Upon completion of the Exiting Summary the employee must submit it to Human Resources.
- 4) It is recommended that the resigning employee initiate the above procedure well before their last day to allow for the time required to complete the documentation.

1. Regional Employees

Employees resigning from a Regional Office will receive an Exiting Summary from Human Resources. The employee and their supervisor will attempt to complete the form as best as possible prior to the Employee's departure. The supervisor will then forward this form back to Human Resources.