

The following steps shall be followed for all resignations/retirements/terminations of employment: A checklist for supervisors is available from Human Resources.

### **Step 1: Notice and Letter of Resignation**

Faculty and administrative staff are requested to give at least sixty (60) days notice of the intention to terminate employment, unless otherwise specified in their employment contract.

Operational staff are requested to give at least two (2) week's notice of their intention to terminate employment.

Individuals planning to retire are requested to give at least six months advance notice of the expected date of retirement. Retirement planning assistance is available from Human Resources.

A formal letter of resignation shall be presented to the employee's supervisor, stating the effective date (last day of work) and reason for leaving.

The employee's supervisor will notify Human Resources by completing the on-line Resignation/Termination form located on My.Francis.edu, Faculty/Staff tab, Human Resources Secure link then Supervisors Menu.

### **Step 2: Exit Interview**

Upon receiving notification, the Director of Human Resources shall contact the employee to arrange to meet for an exit interview before the last day of work. Arrangements for payment of outstanding loans, fines, receipt of final paycheck, continuation of benefits, etc., will be made. The employee will receive final payment of all wages earned on the last date of his/her employment or on the following pay day. Benefits will end the last day of the month in which employment ceases. Prior to leaving the campus, departing employees must return all keys to the Physical Plant Department and any other University property.

*Approved - 1999*

### **Vacation Time:**

An employee who terminates employment with the University due to retirement, resignation, and has completed his/her introductory period; and has not used vacation time which he/she has earned, will be paid a lump sum of up to **1.75 years** accumulation of vacation earned provided he/she has given proper notice. Any employee who terminates employment who has used vacation or sick benefits exceeding the earned portion due on the date of termination will be required to repay the University for this time.

*Revised 1/17/2018*

### **Sick Time:**

In the event of termination of employment, employees will not be reimbursed for any unused sick leave nor be paid for sick time charged beyond their **actual last day of work**.

*Revised 2006, 2011*

### **Personal Time:**

Employees will not be paid for a personal day beyond their **actual last day of work**.

*Revised 2002*