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B. Voluntary Resignation: Voluntary resignation occurs when an employee submits a written notice of resignation to their supervisor.

1. Employees are requested to provide a minimum of two weeks' notice of their intention to separate from the University to allow a reasonable amount of time to transfer ongoing workloads. The employee should provide a written resignation notification to their supervisor.
2. Longer notice periods may be appropriate and approved by the

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approximate duration for employment. At the conclusion of the assignment, the employee will not be eligible for severance benefits.

- F. Job Abandonment: Employees who fail to notify their supervisor of an absence and fail to report to work for three or more consecutive days, as specified in the Attendance Policy, will be viewed as voluntarily resigning their employment as of the third day.
- G. Failure to Return to Work Following Leave or Leave Extension: Employees may be involuntarily terminated if they fail to return to work following an approved leave or leave extension under the Family and Medical Leave Act (FMLA) or General Leaves Policies, and Reasonable Accommodation Policy. In such instances, the date of termination shall be the date on which the employee was expected or required to return to work from leave, consistent
- H. Employee Death: A termination due to the death of an employee will be made effective as of the date of death.
  - 1. should immediately notify Human Resources.
  - 2. Human Resources will coordinate with the designated contacts, beneficiaries, vendors, and other involved parties regarding retrieval of employee personal property, final salary payments, and life insurance payments, as applicable.
  - 3. Information about the death of an employee should not be shared with others within or outside the University community without the  
  
Campus Ministry will coordinate a notification to the campus community.
- I. Position Elimination, Reorganization, or Reduction in Force: A position may be eliminated and the employee terminated due to reorganization or restructuring of a University department, program, or service. A reduction in force refers to control such as budgetary constraints or lack of funding, lack of work, or reorganization/restructuring.
  - 1. The employee subject to termination due to position elimination, reorganization or reduction in force will be notified



payment for sick leave or mission leave balances that remain as of the termination date. For an exact calculation of this final pay amount, employees should consult the Payroll Office. The final paycheck will be direct deposited and issued no later than the next normal pay period. In cases of an employee's death, the final pay due to that employee will be paid to the deceased employee's estate or as otherwise required under applicable law.

G. Health Insurance:

insurance plan for medical, dental and/or vision insurance, such insurance termination.

The full monthly share of insurance premiums will be deducted by the University from their last pay. Information about continuation of health coverage for the employee and eligible dependents under the Consolidated Omnibus Budget Reconciliation Act (COBRA) will be provided to the employee.

H. Tuition Waiver Benefits If an employee terminates within the first half of the

for the full cost of the tuition. If an employee terminates within the second half of the semester, the employee will not have to repay the cost of tuition. For employees using the tuition exchange benefits, host institutions will be notified of the termination and will determine the eligibility for the continuation of benefits.

I. Return of University Property: Employees must return all University property at the time of termination, including but not limited to uniforms, P-cards, university-issued equipment, cellphones, keys, laptops, parking passes, and identification cards. Employees should not take with them files, property, or work product that belong to the University or that contain data belonging to the University or regarding University students, employees, donors, or vendors, or any confidential or sensitive data belonging to or related to the University. Supervisors are responsible to coordinate with Human Resources to ensure that all University property is returned. Failure of the employee to return specified University property will result in deductions from the employee's final paycheck as outlined in your Acknowledgement of Policy form. In orientation, an employee is required to sign this wage deduction authorization to deduct the costs of such items from the final paycheck if they fail to return issued equipment. In some circumstances, the University may pursue collections or criminal charges for failure to return University property.

J. Personal Property: All personal property must be removed from work stations and offices by the final work day, or consistent with arrangements made with

case of an involuntary termination or death of an employee, an appointment can be made with Human Resources to retrieve personal items from former

