



## SEPARATION BY RETIREMENT OR RESIGNATION

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Effective Date: June 19, 2009

Reviewed Date: August 5, 2020

Responsible Office: Human Resources

Division: Operations

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### **I. PURPOSE/OBJECTIVE**

To establish guidelines for separation from employment either due to retirement or resignation.

### **II. STATEMENT OF POLICY**

Faculty and staff who are contemplating retirement or resignation should consult with appropriate persons in the Office of Human Resources with full expectation that such conversations will be confidential. Once a final decision has been made to retire or resign, official notification in the form of a letter should be submitted to the Office of the President.

### **III. CRISIS LEAVE**

Retiring or resigning unclassified employees may donate their unused sick or annual leave hours to the crisis leave bank upon their separation. Retiring or resigning classified employees may donate their unused annual leave upon their separation.

### **IV. ISSUANCE OF FINAL PAY CHECK**

Separating employees must complete the **Authorization For Issuance of Final Pay Check (“Exit Form”)** to confirm receipt of final paycheck. The purpose of the form is to establish whether the separating employee has obtained clearance from all University officials and departments indicated on the form. Upon receipt of the completed form, the Controller’s Office is authorized to issue the final paycheck.