



## RESIGNATION POLICY

Area: Separation	Number: 2620
Subject: Voluntary Resignation	Issued: 7/2008
Applies To: Campus Benefitted Employees	Revised: 2/2015
Sources:	Updated:
Responsible Party: Associate Vice President for Human Resources	Page(s): 1 of 2

### **Purpose:**

To outline the processes involved when staff members voluntarily leave employment at the University.

### **Policy:**

To ensure consistency, Georgia Southern University has established a policy to provide guidance for situations involving separations of employees from the University through resignation.

### **Definitions:**

Resignation: A voluntary separation from the University with notice on the part of the staff member.

### **Procedure:**

Employees who resign for any reason should give as much notice as possible.

It is recommended that Bi-weekly employees who wish to resign in good standing with eligibility for reemployment should provide a two-week notification of resignation to their supervisor.

It is recommended that professional/Administrative monthly employees provide a notification of at least 30 days. A written notification is preferred.

The supervisor must confirm the resignation to the employee, and make sure that the resignation is properly documented.

The University is not obligated to allow an employee to rescind the resignation. Revocation of the resignation notice is treated on a case-by-case basis. Supervisors should consult with the Associate Vice President of Human Resources. There is no guarantee that an employee will return to the same position.

After a resignation is submitted, an employee is expected to continue working until the effective date of the resignation.

An employee may take or use annual or sick leave prior to the effective date of termination if approved by the employee's supervisor.

An employee is encouraged to work on their last working day designated on the resignation letter; however, if the supervisor has approved in ADP the use of annual leave on the final day(s) of employment, then the employee is not required to work their last day. Prior to their last day worked, the employee must make an appointment with Human Resources to finalize the exit process.

It is advised due to budgetary restrictions, that employee's last day not be the first day of the month. If an employee works the first day of the month, the employee will receive benefits. The department will have to pay for the cost of the benefits and retirement.

If a department is adamant about the last day being on the first day of the month, then Vice Presidential approval is necessary.

Upon receiving the resignation notice, copies of the employee's resignation should be forwarded as soon as possible to the Department of Human Resources.

The separation check-out list and exit interview should be completed prior to leaving the University.

A staff member who resigns is entitled to payment for any accrued annual leave. There is no pay continuation or payment for unused sick days. If the effective date of resignation is a University holiday, the staff member is not eligible for payment of the holiday unless the staff member works the following day after the holiday.