



HR Related Policies & Procedures

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Revised:



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Resignation

COVERED EMPLOYEES

- All employees.

Note: Bargaining unit employees are covered by the terms and agreements of the [collective bargaining unit agreement \(CBA\)](#). Please refer to the CBA for details.

HR PROCEDURES/DESCRIPTION/DEFINITIONS

- I. When resigning from University employment, employees should provide proper written notice to their appropriate supervisor. In limited circumstances, a supervisor may accept a verbal notice of resignation but must provide a written confirmation of such resignation to the employee within 24 hours.
- II. Proper notice may be described within applicable bargaining unit contracts. If not, then proper notice for administrative employees is 4 weeks and 2 weeks notice for all other employees.
- III. Vacation may not be used as proper notice of resignation unless approved by the appropriate vice president.
- IV. All resigning employees must schedule an Exit Interview with Human Resources (HR) prior to the last day of work. Employees must return University property before their last day of work.
- V. Employees must work the day before their effective date of resignation unless approved by the divisional vice president.
- VI. Employees will be paid for any unused accrued vacation the payday following the effective date of resignation.
- VII. Resigning employees must work the day before and the day after a holiday in order to be paid for the holiday.
- VIII. Once submitted, employees may rescind a notice of resignation only with the approval of the University.

- IX. If an employee is absent from their job for three (3) consecutive work days without notification to their supervisor or does not return from an approved leave of absence, this will be considered as a voluntary quit and they will no longer be considered employed at the University.

RESPONSIBILITY

Employee: Submit a written letter of resignation to immediate supervisor.

Supervisor: Prepare and process an EAA and attach the employee's written resignation notice. In order to insure that the next paycheck is correct, if the proper notice of resignation was not given, the supervisor should call the Payroll office to verbally notify them of the pending resignation. Supervisor should send a written confirmation, accepting the resignation, to the employee.

Refer Questions To: *Human Resources*