

Staff Resignation

A staff member resigns by voluntarily severing his/her employment relationship with the University. Because of the extreme hardship which is often caused by an untimely resignation, it is requested that the earliest possible notice of intent to resign be given. Ordinarily, this will be at least one month for salaried staff and at least two calendar weeks for hourly staff.

Voluntary resignation is accomplished by submitting a written resignation to the immediate supervisor indicating the reason for the resignation and the effective date. This written notice should be immediately forwarded to the Office of Human Resources where an exit interview with the employee will be scheduled.