

**SEPARATION FROM UNIVERSITY
EMPLOYMENT**

Policy Number: H.05.08

SCOPE

Staff and administrators.

PURPOSE

To ensure a smooth and orderly separation between the University and departing employees.

POLICY/PROCEDURE

Regardless of the reasons for separation from the University, all departing full-time employees will notify the Office of Human Resources of their departure date and arrange for the exit procedure.

The supervisor of any departing employee will notify the Office of Human Resources as soon as knowledge of the pending separation is acquired.

The departing employee will follow an exit procedure during the last day on the job.

Departing employees will not receive their final compensation until all items on the "Exit/Separation Personnel Form" are completed.

Departing employees will be notified of their COBRA rights with regards to continuation of health insurance coverage.

Departing employees will be paid for all accumulated vacation days, not to exceed one year's worth.

APPROVED: Dr. Robert Ivany

Date of Original Formation: 9/1/2010

Revision Number:

Revision Date:

Effective Date: