



# FINAL POLICY

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**Policy Name** Resignation

**Policy Category** Employment

**Policy Sub-Category** Leaving Albright Employment

**Responsible Department** Human Resources

**Policy to be Approved By** Cabinet

**Responsible VP** Vice President of Administrative & Financial Services

**Responsible AVP or Director** Director of Human Resources

**Original Policy Date** Click or tap to enter a date.      **Last Known Revision Date** Click or tap to enter a date.

**Date of Policy Review:** Click or tap to enter a date.      **Policy Applies To** Choose an item.

**Recommended Policy Review Date** Click or tap to enter a date.

**Additional Authority/References**

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## Policy Purpose

## Decision

Approved

Rejected

Tabled or Further Review Needed

Comments:



## Policy

### Resignation

#### Policy

It is the policy of the College that the separating personnel shall receive fair and equitable treatment.

The employee, supervisor, and Office of Human Resources shall work jointly to provide a smooth transition and exit from the College.

#### Practices and Procedures

In order to ensure eligibility for payment for unused vacation and eligibility for rehire, separating personnel are expected to adhere to the following guidelines.

#### *Separation Notice Periods*

Exempt personnel in positions designated as Director, AVP, or VP, shall notify the supervisor in writing and forward a copy to the Director of Human Resources at least **four-weeks prior** to the effective date of separation.

Exempt personnel that are not designated as Director, AVP or VP, shall notify the supervisor in writing and forward a copy to the Director of Human Resources at least **two-weeks prior** to the effective date of separation.

Non-exempt personnel shall notify the supervisor in writing and forward a copy to the Director of Human Resources at least **two weeks prior** to the effective date of separation.

#### *Severance Policy for Exempt Personnel*

In the event that it becomes necessary to initiate a reduction-in-force from employment for individuals currently classified as administrative exempt personnel for any reason other than those associated with circumstances that would warrant dismissal, the College will provide severance pay based on both job classification and length of service according to the following guidelines:

- Personnel classified as Executives will receive six months of severance pay regardless of length of service.
- Personnel classified as Director may receive up to one week of severance pay for each year of service, not to exceed 16 weeks; however, a Director, regardless of length of service, will not receive less than 12 weeks of severance pay.
- Personnel classified as Managerial/Professional/Technical may receive up to one week of severance pay for each year of service, not to exceed 12 weeks; however, such personnel will not receive less than four weeks of severance pay.

### ***Severance Policy for Non-Exempt Personnel***

In the event that it becomes necessary to initiate a reduction-in-force and/or job elimination, resulting in the termination of employment for individuals currently classified as full-time, non-exempt personnel for any reason other than those associated with circumstances that would warrant dismissal, (e.g., performance, misconduct, etc.), the College will provide severance pay based on the length of service according to the following guidelines:

- Non-exempt personnel will receive 1 week of severance pay for each year of service, not to exceed 12 weeks of severance pay; however, such personnel will not receive less than two weeks of severance pay.

### ***Vacation Payment***

Unused but accrued vacation time may not be used to extend the separation date unless pre-approved by the supervisor prior to the date of separation notice. The last day worked is the date of separation, and the dollar value or any unused vacation accrual due in accordance with applicable policy provisions is paid in a lump sum. The individual is eligible for a vacation payment only after fulfilling the appropriate notice period and leaving in good standing.

Note: Vacation payouts will be made for those involuntary terminated from employment, but will not be made available for those who were found to have engaged in gross misconduct.

### ***Final Paycheck***

The last paycheck is processed as soon as all obligations to the College have been met. This final paycheck will be processed as a “live” check rather than through direct deposit. Such obligations include, but are not limited to, repayment or return of travel advances, loans, identification cards, corporate credit cards, telephone access codes, computer e-mail logs, keys and other College property.

### ***Exit Interview***

Upon receiving notification of resignation, the supervisor shall contact the Director of Human Resources to arrange for an exit interview. The Director of Human Resources or designee shall conduct the exit interview which will be conducted with all due confidentiality. The department head or supervisor shall complete the departmental exit checklist and return the form to the Office of Human Resources. A general summary of exit information will be compiled on a periodic basis and shared with the appropriate Vice President.

***Job Abandonment***

Generally personnel who have been absent from work for three consecutive work days without notice shall be considered to have abandoned their position and shall not be eligible for vacation pay or rehire. Personnel who by action or conduct refuse work or evidence an intention not to fulfill legitimate work assignments will be deemed to have resigned without notice. Extenuating circumstances that prohibit appropriate communications will allow for flexibility of this policy.

**Revision Log**

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