





The purpose of this policy is to ensure the timely notification and processing of faculty and staff separations from employment. Supervisors are responsible for immediately notifying Human Resources (HR) concerning the separation of faculty and staff. Notification must occur no later than one workday upon the hiring supervisor's receipt of this information. The employee is responsible for providing written notification to include an explanation for the resignation and must state the effective date of separation, which is the last day the employee will work.

If an employee wishes to rescind the separation notice, the employee shall send a written request to withdraw the separation notification to the hiring supervisor and HR. The hiring supervisor shall forward the request to withdraw to the hiring supervisor's vice president. The vice president

Who are you?

CUPA-HR Membership
