



## Policy Directory

Responsible Division: Finance and Administrative Services  
Responsible Office: Human Resources  
Issue/Revision Date: 12/01/2017

## **Resignations**

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### Policy:

All letters of resignation must be addressed to the University President/IEO, with copies to applicable parties, e.g.:

1. Immediate Supervisor
2. Director of Human Resources
3. Payroll
4. CITS
5. Budget Office

Employees submitting resignations will be paid through the last day worked and will receive earnings on the first payday following resignation.

All terminating employees are required to contact the Office of Human Resources to set up an exit interview. Before the employee is given final clearance from employment, he/she must complete the Exit/Clearance process.