

Resignation Procedure

Summary

The university's human resources procedures for resignation.

Purpose

To provide guidance on the resignation process for staff at Columbus State University.

Policy

A two week notice prior to termination of employment is required in order to resign in good standing with eligibility for re-employment. When this is not possible, every effort should be made to work out a satisfactory termination date with the immediate supervisor's approval. Resigning employees must be actively at work on their last day of employment. Resignations should be in the form of a letter addressed to the immediate supervisor with a copy forwarded to the Human Resources Director. The letter should state the date and reason for resignation.

When the work load permits, the terminating employee should use all accrued annual leave prior to termination. Please see "Leave" section for more information on use and pay-out of annual leave upon termination.

Terminating employees must clear with the Human Resources Department. An exit interview is conducted either by the immediate supervisor or by the Director of Human Resources. Time sheets, when applicable, must be completed, keys turned in to Plant Operations, car decals removed from automobiles, outstanding loans and/or fines paid, library books returned, etc. prior to leaving campus. If it is not convenient for the employee to pick up the final pay check, arrangements will be made to have it mailed.

Related USG Policy

USG Human Resources Administrative Practice Manual

Last Update

6/30/18

Responsible Authority

CSU Human Resources