



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

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2/24/00**

**REVISION
2**

**PAGE
D10-120.0**

SUBJECT

TERMINATION

**SUB-TOPIC
RESIGNATION**

Any non-teaching employee may resign in good standing by advising his/her administrative unit officer of the intent to resign at least ten (10) working days prior to the effective date of resignation.

The administrative unit officer then must immediately prepare and forward the terminating HRS forms, the form to pay any remaining vacation hours, and the "Employee Separation" form (see Exhibit D8) to Human Resources. Additionally, that administrative officer must initiate and complete the employee checkout procedure as outlined in "Checkout Procedure", this Section, before the employee may receive his/her final paycheck.