

REGULAR EXECUTIVE, ADMINISTRATIVE, AND PROFESSIONAL STAFF RESIGNATIONS

BOT 4.4.3

Date of Last Update:

June 25, 2021

Approved By:

- Board of Trustees

Responsible Office:

Office of General Counsel

POLICY STATEMENT

4.4.3 Resignations

- 1. Continuous Appointments.** When a staff member resigns their position they shall notify the appropriate appointing officer not less than four weeks prior to departure. When four weeks' notice is not received, all or part of the staff member's unused but accrued vacation may be forfeited not to exceed ten days of that portion for which they would normally be eligible.
 - 2. Employment Contracts.** Since an employment contract is a commitment for a fixed period of time, approval of a resignation during the contract period is the sole discretion of the University.
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