REGULAR EXECUTIVE, ADMINISTRATIVE, AND PROFESSIONAL STAFF RESIGNATIONS

BOT 4.4.3

Date of Last Update:

April 28, 2023

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, 80 hours of the staff member's unused but accrued vacation will be forfeited from the maximum available payout of 160 hours..

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.