

**SUBJECT:** Personnel

**POLICY:** 403.10 Resignation

**RELATED PROCEDURE:**

**EFFECTIVE:** February 2017

**REVISED:** February 2017

**REVIEWED:**

## **Policy**

### **Resignation**

An employee who intends to resign or retire from his/her position will submit a letter with their intent to their immediate supervisor. The letter must include the effective date of his/her resignation/retirement. The original letter should be sent to Human Resources to begin the off-boarding process.

### **Timeliness and Effective Date**

Employees who are appointed on a Board of Regents Contract, MUS Contract, or Letter of Appointment are expected to complete the established term of appointment. Faculty members and employees with teaching responsibilities, due to the extreme hardship that can be caused by untimely resignation, are asked to provide the earliest possible notice of their intent to resign at the end of a semester (no fewer than 60 days when conceivable).

The faculty member may properly request to leave prior to the end of a semester in cases of extreme hardship or in a situation where otherwise substantial professional advancement or other opportunity would be denied. Staff employees who do not teach or direct programs should give adequate notice prior to the effective date of their resignation. Typically, this would be two to four weeks.

### **Benefits and Leave Payout**

An employee's benefits will remain in effect until the last day of the month in which they are terminating. Deductions will be taken appropriately to cover premiums through the end of that month.

Any remaining leave balances will be paid out in accordance with the corresponding leave policy (full remaining annual leave payout, if applicable; 25% of remaining sick leave balance; full remaining compensatory time payout, if applicable). If the employee is transferring to another agency within the Montana University System, these balances will be transferred to the new employer in lieu of payout.

In order to be eligible for a sick leave payout, the employee must have completed three months of service with the College. In order to be eligible for an annual leave payout, the employee must have completed six months of service.

If an employee held a position that received relocation reimbursement, the employee would be responsible for paying back those funds if they resign from employment from the College before completion of one year of service.