

# Augusta University

## Policy Library

### Resignation of Employment

Policy Owner: University HR Services

#### POLICY STATEMENT

All Department Heads, Division Chiefs, and/or Supervisors are required to ensure the proper procedures are followed as it relates to the resignation of an employee.

To outline the process for the resignation of employees.

#### AFFECTED STAKEHOLDERS

Indicate all entities and persons within the Enterprise that are affected by this policy:

- Alumni       Faculty       Graduate Students       Health Professional Students  
 Staff       Undergraduate Students       Vendors/Contractors       Visitors  
 Other:

#### DEFINITIONS

**Resignation:** a formal oral or written statement (including email messages) that communicates the intent of an employee to end their employment with Augusta University.

#### PROCESS & PROCEDURES

University employees may resign from their position by providing oral or written notification. Termination of employment with Augusta University can be voluntary or involuntary. Voluntary terminations include resignations and retirement. Involuntary terminations include the dismissal of an employee due to unsatisfactory job performance, a reduction in force, or other circumstances for cause. Employees who resign are requested to provide the minimum notices as indicated. If employees leave without providing the minimum notice, their action will become part of their personnel record.

- **Non-exempt employees:** a minimum notice of two weeks is expected; notices less than two weeks must be agreed upon in writing between the supervisor and employee.
- **Exempt employees:** a minimum notice of 30 days is expected; notices less than 30 days must be agreed upon in writing between the supervisor and employee.
- **Faculty:** all faculty members are expected to work the terms of their contract. Supervisors have the discretion to accept an early resignation, if that is in the best interest of the university. It is the expectation that a faculty member requesting a release from their contract will provide a minimum of 60 days' notice to their immediate supervisor and others if there is a matrix reporting relationship (i.e. institute/center/service-line memberships). All involved parties must agree to the

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Office of Compliance and Enterprise Risk Management Use Only

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resignation/early release from the employment contract before it is submitted to the Human Resources Division.

- **Transfers:** employees who transfer to a new department or division within the University will follow the guidelines as listed above unless a shorter notice is agreed upon in writing between the supervisor and employee.

Upon receipt of notice of a resignation, whether oral or in writing, the supervisor should immediately accept the resignation in writing using the Resignation Acceptance Template. The supervisor must also notify Employee Relations in Human Resources of the resignation.

## **REFERENCES & SUPPORTING DOCUMENTS**

[Resignation Acceptance Template](#)

## **RELATED POLICIES**

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## **APPROVED BY:**

President, Augusta University and CEO, AU Health System    Date: Not Approved Yet