

Augusta University

Policy Library

Resignation of Employment

Policy Manager: Human Resources

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: an 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 involve the dismissal of an employee due to unsatisfactory job performance, a reduction in force, work rule violations, or other circumstances including 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). Clinical faculty must adhere to the resignation guidelines within their respective departments, which may require a 90 day notice to

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Next Review: 9/2025

ensure the transfer of patients and to finalize any financial transactions and matters. All involved parties must agree to the 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.

Response to Resignation

The supervisor is strongly encouraged to provide a written acceptance of the resignation, regardless of whether the resignation was submitted orally or in writing. Augusta University is not obligated to allow an employee to rescind the resignation. The supervisor may designate an earlier final date of employment. Upon notice by an employee indicating their intent to resign, whether verbally or in writing, the immediate supervisor is expected to accept the resignation in writing using the Resignation Response Template. Any written resignation shall be made a part of the employee's official personnel file. The written response shall be issued to the employee, with a copy maintained in the official personnel file. Upon the termination of an employee, the employee's home department shall submit the ePAR (Electronic Personnel Action Request) to Human Resources for processing.

REFERENCES & SUPPORTING DOCUMENTS

[Employee Relations Templates](#) (Resignation Acceptance Template)

RELATED POLICIES

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APPROVED BY:

Executive Vice President for Academic Affairs and Provost, Augusta University

Date: 9/17/2021

President, Augusta University

Date: 9/18/2021