

## 12. RESIGNATIONS


- 12.1 An employee may resign in good standing by submitting a written notice of this intention to the department head and the Director of Human Resources Management at least 15 calendar days prior to the effective date of the resignation, excluding accrued vacation leave. This stated 15-day notice may be adjusted by mutual agreement between employee and department head.
- 12.2 Failure to give required notice subjects the employee to loss of accrued vacation time. This breach of employment protocol is noted in the employee's file in the Office of Human Resources Management.
- 12.3 In the absence of disciplinary action, any employee who is absent for three consecutive days without a specific grant of leave will be considered as having resigned, but such absence may be covered by a subsequent grant of leave if conditions warrant.

Policy Number 13 (13.1-13.3)

Responsible Administrator: Senior Leader of Human Resources

Originally Issued: January 2004

Last Revised: July 22, 2020

Authorized Signature: 

## 13. REDUCTION IN FORCE

- 13.1 If because of workforce strategy and planning and program readjustments to right size the institution, economic conditions, insufficient funds, or other circumstances, the University effects a general reduction in force, or reduction of force in any area, recommendations will be made by Cabinet Members to the senior leader of human resources.
- 13.2 The final determination is made by the Cabinet, subject to a special review by the President. Specific criteria for selecting positions and functions to be affected will be specified and approved by the President.
- 13.3 An employee whose services are terminated because of reduction in force will be given (a) 15-day calendar notice prior to release, and (b) payment for accrued vacation time. The University may or may not require the employee to work during the notification period.

## 14. VACATION

- 14.1 Vacation leaves are granted to salaried employees as follows:
  - 14.11 Employees with less than three years of continuing service earn credit at the rate of 6.25/6.67 working hours per month. This is equivalent to ten working days a year – or two weeks.