



Lehigh University Human Resources Policy

Policy Number:	310
Effective Date:	11/1/1989
Revisions:	5/6/2009
Applicability:	All Staff Members

LEAVING LEHIGH: RESIGNATION POLICY

Purpose:

Policy on resigning from employment at Lehigh.

Policy:

Introduction

Lehigh recognizes that there will be times when employees choose to leave the University voluntarily. Regardless of the reason for a separation, the goal of the University is to treat employees fairly and to ensure that proper procedures are followed to achieve consistency across the institution.

Policy

Resignation is a voluntary separation from the University with appropriate notice on the part of the staff member. A staff member should notify his/her immediate supervisor in writing as far in advance as possible, but at least two (2) weeks in advance of the proposed date of departure. Preferred notice for an exempt staff member is a minimum of four (4) weeks. An employee's last day of work must be a day following a reasonable period (at least two weeks) of work in the position he or she is leaving.

The period of notice may be shortened based on the business needs of the department. Individuals in certain positions, such as those with access to sensitive information, may be asked to leave the same day that notice is given.

A resignation letter should include a statement of the intention to resign from the position and the last day of work. The original letter is given to the supervisor and copies forwarded to Human Resources and Payroll as soon as possible. The supervisor should acknowledge the resignation in writing and make sure that the resignation is properly documented. If the employee does not submit a letter of resignation, the supervisor should document the details of the separation in a memo and notify both the Human Resources and Payroll offices.

Once the resignation is accepted, the department will move forward to fill the position. Should the employee subsequently request to remain in the position (rescind the resignation), the supervisor will either confirm or deny the request. If the supervisor decides to move forward with a search to fill the

position, the current employee may apply for the position as an internal applicant. If there are no documented performance issues, full consideration should be given to the current employee. If there is a question concerning the separation, the supervisor should contact Human Resources.

Human Resources will contact the departing employee to schedule an exit interview and to review the steps to take when leaving the University.

Procedures for Employee Separations

Upon termination of employment, the following steps must be taken:

- The supervisor is responsible for arranging payment of any monies due the employee for time worked or for benefits or allowances the employee may be owed.
- The employee is responsible for returning University property to the department and paying any monies due the University.
- Budget, Payroll, and Human Resources must be notified promptly in writing through the submittal of an [Assignment/Appointment Request Form](#) and a letter of resignation in order to remove the employee from payroll and to terminate benefits.

Employees who resign, quit without notice, or are discharged will be paid on the next regular payday. Failure to notify Human Resources or Payroll of a termination, voluntary or involuntary, through normal channels may result in a violation of the *Federal Labor Standards Act* governing payroll procedures. It may also result in an erroneous overpayment to the employee.

Separation Information and Checklist

As part of the separation process, supervisors should review the [Separation Information Sheet](#) with the departing employee. This sheet contains information regarding employee responsibilities, benefits, payroll, and other separation issues.

Supervisors also need to complete a [Separation Plan Checklist](#) for each departing employee and retain in their files for one year to ensure consistency across campus.

Keywords: Termination, Resignation