

Pursuant to 9/7/2022 Board of Curators approval of the staff leave plan design,  
"Non-material changes to related CRRs appropriate for implementation of this recommended action may be made with the approval of the Vice President of Human Resources or designee, subject to review and approval by the Office of General Counsel that the changes do not alter the substantive legal or policy effect of the rules and regulations."

## 360.060 Resignation

Bd. Min. 7-16-58, p. 13,315; Amended Bd. Min. 7-22-83; Amended 7-28-20.; [Amended 1-1-24;](#)

### Payment at Termination

- A. **Advance Notice** -- An employee must give at least two weeks advance notice in order to resign from a position in good standing. An employee is to be given two weeks advance notice by the University if the employee is being terminated because of circumstances for which the employee is not responsible, such as discontinuation of position, reorganization, etc. Advance notice is not required by the University when the employee is terminated for circumstances for which the employee is responsible, such as excessive absenteeism, abuse of privileges, etc.; provided the employee has been counseled about the matter and given an opportunity to correct the situation but failed to do so. Advance notice is not required for serious incidents such as theft, intoxication on the job, conviction of a felony, willful damage to University property, etc. In addition to pay for salaries and wages earned to the date of termination, payment for unused vacation and PTO, up to applicable limits as allowed by policy, will be made to all employees terminating their employment with the University whether by resignation, death or discharge, except that an employee may be discharged without notice or without further pay for willful gross violation of rules, misconduct or similar causes.

Deleted: all

Deleted: time

Deleted: not to exceed the maximum cumulative vacation as allowed by the

Deleted: the

Deleted: <#>**Vacation Time** -- In the event a new employee does not complete a period of six months continuous service, no vacation time will be due.¶