

# 1 Resignations, Terminations, Separations

2 Effective: Moved to Policy Library from UPM 3.7(3)

3 Contact: [University Human Resources \[UHR\]](#)

## 4 Introduction

5 Consistent with the Iowa Administrative Code, this policy addresses the resignation, termination, or  
6 other separation of university employees.

## 7 Policy Statement

8 Resignations should be submitted as early as possible. To resign in good standing merit employees  
9 must notify the employing department of their intention to resign in writing at least ten working days  
10 prior to the effective date of resignation, except in cases where the employing department agrees to  
11 a shorter period of notice. Resignations of B-base employees will normally be effective as of May 15  
12 of the current academic year. For persons on the summer session budget, the resignation date  
13 should be July 31.

14 Resignation date is the last date worked. Resignation cannot be extended by using vacation at the  
15 end of an appointment. Exceptions to this policy must be approved by University Human Resources.  
16 Upon terminating employment with the university, separating employees must take action to assure  
17 that all obligations to the university have been fulfilled prior to departure.

18 In case of death of an appointed staff member, the Benefits Office should be notified by phone on  
19 the first working day after the death is known. If the deceased was appointed to a budgeted position,  
20 the university will pay to the estate the salary of the deceased to the end of the month in which the  
21 death occurred or amount of accrued vacation, whichever is greater.

## 22 Resources

### 23 Links

- 24 • [Benefits Office](#)
- 25 • [University Human Resources \[UHR\]](#)
- 26 • [Iowa Administrative Code 681-3.104\(1\) \[PDF\]](#)
- 27 • [Employee Separation Checklist](#)
- 28 • [Resignations – Payment for Terminal Vacation, Payroll Office](#)