

Resignations, Terminations, Separations

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

Updated/Revised: July 1, 2019

Contact: [University Human Resources \(UHR\)](#), [Senior Vice President and Provost \(SVPP\)](#)

Introduction

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

Policy Statement

All employees shall submit a written notice of resignation to the supervisor as early as possible. To resign in good standing, Merit and Professional & Scientific (P&S) employees must notify the employing department of their intention to resign in writing at least ten working days prior to the effective date of resignation, except in cases where the employing department agrees to a shorter period of notice.

Academic year (nine month) faculty shall notify the respective department chair in writing at the earliest opportunity to allow time for a suitable replacement to be found, generally not later than April 15. Resignations of academic year (nine month) faculty should be effective at the end of the academic year (i.e., May 15). For faculty on a paid summer appointment, the resignation date may be June 30 or July 31.

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

In case of death of an employee, the UHR Benefits Office should be notified by phone on the first working day after the death is known. The university will pay to the estate the salary of the deceased to the end of the month in which the death occurred or amount of accrued vacation, whichever is greater. Unused, accrued sick time off will be paid out to employees whose death occurs while in active employment and are 55 years of age or older at the time of death, up to the maximum of \$2,000.

Definitions

Separation date: Typically, the last date worked or the effective date of the separation.

Last day worked: This is the last day that the employee actively worked at the institution. For example, in cases of separation for long-term disability, the employee's last day worked may be many months prior to the separation date.

Resignation date: For voluntary separations, this is the date the employee submitted the resignation.

Resources

Links

- [UHR Benefits Office](#)
- [Iowa Administrative Code 681-3.104\(1\)](#)