

# Policy Manual

What’s New

Table of Contents

Organization of Manual

Policy Approval

Contact Us

## Table of Contents

I. Governance

II. Community Policies

III. Human Resources

IV. Students

V. Administrative, Financial,  
and Facilities Policies

VI. Services

Appendix: Organizational  
Charts

[View full contents](#)

[Home](#)

## III-12.1 General

(Amended 3/01; 3/02; 7/18/23; 9/1/25)

Effective **September 1, 2025**, and July 18, 2023, this policy has been revised. For the most current version without redlining, return to [III-12](#).

Departments report resignations, dismissals, and all absences without pay no later than the effective date thereof. Failure to furnish such reports promptly results in overpayments of salary which must be recovered. Departmental executive officers should be aware that under the law they are personally responsible for all nonrecoverable overpayments which occur because of failure to make the necessary reports promptly.

Any termination of service is reported on forms designed for that purpose which can be obtained through University Employee Self Service. (Terminations are not to be reported by telephone.) ~~It is not sufficient to rely upon the inclusion of a resignation date in the original statement of employment or the failure to include a name in a new budget as adequate notification of termination of employment.~~ A resignation date in the original statement of employment or the absence of a name in a new budget does not constitute adequate notification of employment termination. All departments are to use the Termination of Employment form in the case of every individual who severs connections with the University so that the staff member's records and other University records are complete.

The Termination of Employment form is to indicate the last day of service. ~~For staff and faculty with an accrued vacation balance at termination, the accrued vacation balance will be paid as a lump sum at the current hourly rate of pay and is not to be used to extend the last day of service.~~ Vacation accruals are not to be used to extend the last day of service. For staff and faculty with an accrued vacation balance at termination, the accrued vacation balance will be paid as a lump sum at the current hourly rate of pay.