

**SEPARATION OF EMPLOYMENT POLICY**

POLICY COMMITTEE APPROVED 10/21/2022

Effective Date 10/21/2022

(Impact Area – Dept Name)  SUNY Morrisville *Morrisville Campus *Norwich Campus *EOC	(General Subject Area) Separation	(Specific Subject Area)
	<b>Author:</b> Human Resources	<b>Supersedes Policy #</b>
<b>Relates to Procedure #</b>	<b>Impact:</b>	
<b>Legal Citation (if any):</b>		
<b><i>SUNY MORRISVILLE</i></b>		

**Policy Summary**

[Page 1 of 3]

The purpose of this policy is to define employee resignation and separation procedures when an employee is intending to leave SUNY Morrisville service for purposes of resignation or retirement. This policy also serves to safeguard the interests of the college and the employee upon separation of employment.

**Policy Statement**

The purpose of this policy is to ensure that upon notification by an employee of resignation, the legitimate operating needs of the College are met and to provide a consistent application for the use of accruals during the notice period.

All employees whose intent it is to resign, including the intent to resign for retirement purposes, must provide written notice to their supervisor and send a copy to Human Resources as follows:

- **Classified employees** must provide a minimum of two weeks written notice for resignations, including resignations for the purpose of retirement. Use of accruals during the notice period is subject to management approval.

If an employee resigns without giving two-weeks written notice prior to the last day of work, it is within the discretion of the President or designee to withhold payment for accrued and unused vacation leave in accordance with Section 23.1 of the NYS Department of Civil Service Attendance and Leave Manual. \*

- **Unclassified employees** must provide a minimum of 30 days written notice for resignations, including resignations for the purpose of retirement. Use of accruals during the notice period is subject to management approval.

If an employee resigns without giving the full 30 days' notice, it is within the discretion of the President or designee to withhold from such employee's final check an amount equal to the employee's daily rate of pay for each day less than the required 30 days in accordance with Article 32.2 of the UUP agreement and Section 23.1 of the NYS Department of Civil Service Attendance and Leave Manual. \*

- **Adjunct and contingent faculty** provide at least a two-week written notice, sufficient to support appropriate transition of course delivery. Notice should be provided to the Dean and copy sent to Human Resources Department. \*

\*Subject to change based on the bargaining unit agreement.

Employees contemplating retirement should contact the Benefits Administrator within the Human Resources Department to discuss eligibility and ensure proper paperwork is initiated with their respective retirement system.

All resignations from employment are irrevocable. Hard copy written signed notice is preferred, but an email is also acceptable. Under certain circumstances, a verbal resignation will be accepted and confirmed.

### **Policy Procedures**

1. An employee separating from service with SUNY Morrisville should write a letter of resignation/retirement to their immediate supervisor and provide a copy of the letter to the Human Resources Department (giving proper notice). The letter shall inform the college of the last day of work and their intended beginning of business date of resignation/retirement.
2. The supervisor consults with the employee to plan the transition of work.
3. The employee will submit a written request to their supervisor if they wish to use accruals during the notice period.

4. Supervisors who receive a written request from employees to use accruals for which they would receive a lump sum payment must consult with the Payroll Office prior to responding to the request to ensure accruals are available for use.
5. Employee needs to submit all timesheets and complete separation checklist to return to the Human Resources Department by their last day.
6. If an employee resigns without giving proper notice, the College may withhold payments for unused vacation leave.

**Work Obligation and use of accruals during notice period**

The college expects that a resigning employee will continue to work throughout their notice period to ensure a smooth transition out of their office/department. An employee may request to use accumulated accruals during their notice period; however, accruals should not be used to cover the full or major fraction of the notice period. The use of accruals is subject to prior approval by management.

Employees upon separation from state service may be reimbursed for up to a maximum of 30 days, in accordance with Section 23.1 of the NYS Department of Civil Service Attendance and Leave Manual. The payroll office must wait two pay periods after the date of separation before payout of vacation days can occur due to the Office of the State Comptroller rules. Employees who transfer to another state agency can transfer their accruals to the new agency.

**Contact Information**

Human Resources  
Brooks Hall, 3<sup>rd</sup> Floor  
Morrisville, NY 13408

Phone: (315) 684-6038