



Voluntary Separation

Policy Statement

Refer to the Policy Procedures section.

Procedures

An employee should resign by submitting their resignation in writing to their immediate administrative supervisor. The immediate administrative supervisor must respond to the employee, in writing, to officially accept the resignation. The department retains copies of the resignation, DOL Separation Notice, and evaluations in departmental personnel files according to records retention schedule. A copy of the written resignation and acceptance must be forwarded to the Faculty and Staff Relations Office.

An employee should give not less than two weeks work notice. If an employee makes a request to withdraw a resignation and the request is made prior to the last day of work, the employing unit has the right to determine whether or not to allow the employee to rescind the resignation and remain in his/her position.

If a temporary employee is not scheduled to work during school breaks but has reasonable expectation of return, management should provide the temporary employee with a letter. The letter must give an estimated date of return to work. Termination action should not be taken if there is a reasonable expectation that the temporary employee return.

When a temporary employee resigns, a letter of acceptance should be given to the employee, along with the Department of Labor Separation Notice (Form DOL-800) stating "end of temporary employment." No specific reason for the resignation should be stated. Send a copy of the letter of termination to Faculty and Staff Relations.

The Faculty and Staff Separation Checklist must be completed for regular, partial-year, and temporary faculty and staff. The Student Employee Separation Checklist must be completed for student employees.

Forms/Instructions

Faculty/staff Separation Checklist: http://www.busfin.uga.edu/forms/fac_staff_sep_cklst.pdf

Faculty/staff Transfer checklist: http://www.busfin.uga.edu/forms/fac_staff_transfer_cklst.pdf

Student Employee Separation Checklist: http://www.busfin.uga.edu/forms/stu_emp_separation_cklst.pdf

Responsibilities

Responsible University Senior Administrator: Vice President for Finance & Administration

Responsible University Administrator: Associate Vice President for Human Resources

Policy Owner: hrweb@uga.edu

Policy Contact: Sige Burden

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Policy Dates

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