



UNIVERSITY OF RICHMOND

Policy Manual

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| Policy #: | HRM-4003 | Policy Title: | Resignation & Separation Policy |
| Effective: | 08/01/2021 | Responsible Office: | Human Resources |
| Date Approved: | 06/14/2021 | Approval: | Executive Vice President and Chief Operating Officer |
| Replaces Policy Dated: | 01/28/2020 | Responsible University Official: | Chief Human Resources Officer |

SCOPE:

This policy applies to all employees at the University of Richmond and its affiliates. As used in this policy, the term “Affiliates” means organizations or entities in which the University owns a controlling interest or has the right to elect the majority of the entity’s governing board.

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- HRM-4003.1Definitions
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POLICY STATEMENT:

HRM-4003.1 – Definitions

Employee

All faculty and staff

HRM-4003.2 – Policy

Non-exempt employees are expected to provide at least two weeks’ notice of their intent to leave the University. Notice should be submitted to the supervisor with a copy to Human Resources and should include the final workday.

Exempt staff employees are generally expected to provide thirty days written notice of their decision to terminate their employment. Notice should be submitted to the supervisor with a copy to Human Resources and should include the final workday.

An employee’s actual termination day must be the last day worked, and cannot be extended by the use of vacation leave.

HRM-4003 – Resignation and Separation Policy

Faculty should provide notice to the Department Chair and Dean as outlined in the Faculty Handbook.

Unless otherwise noted in other sections of this policy, employees who terminate University employment will be paid for accrued but unused vacation days in accordance with the University's vacation leave policy.

Prior to leaving employment, departing employees are required to return all University property, including but not limited to, the following: uniforms, keys, identification cards, computers, phones, records, documents, materials, lists, drawings, books, programs/pamphlets, and all other property of the University made or received by the employee.

Faculty members are entitled to retain ownership of the records of their teaching, research and other intellectual property, except as protected by FERPA, or research and reports specifically owned by the University.

Employees participating in any loan programs available from the University will be subject to fulfilling the repayment requirements specified in the loan agreement.

Any monies owed the University will be deducted from the employee's final paycheck per University policy.

Exit Interview – All departing employees are encouraged to respond to an exit survey and participate in an exit interview with a representative from Human Resources or the Office of the Provost. Benefit matters, appraisal of employment at the University, and other relevant matters will be discussed during this interview.

Job Abandonment - Employees who fail to report to work for three consecutive days without properly communicating to their supervisor the reasons for their absence will be viewed as voluntarily resigning their employment as of the third day.

Death of an Employee - A termination due to the death of an employee will be made effective as of the date of death. Upon receiving notification of the death of an employee, the employee's manager, department chair, or dean should immediately notify Human Resources.

RELATED POLICIES:

HRM-4002 Staff Rehire policy

HRM-2007 Staff Vacation Leave Policy

Faculty Handbook

POLICY BACKGROUND

The original policy regarding resignation and separation was established prior to 2006.

Policy dated 1/28/2020 was reviewed by President's Cabinet prior to approval.

Policy dated 8/1/2021 revised to conform to 2021 updates to Staff Vacation Leave policy.

Non-substantive changes made on 5/19/2022.

POLICY CONTACTS:

Chief Human Resources Officer