

Unclassified Resignation Policy

Policy Title:

**Accrual Usage After Submitted Resignations (Liquidation vs. Lump Sum Payment)
– Unclassified Employees**

Purpose:

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 (liquidation) of accruals during the notice period, in accordance with Article 32.2 of the UUP Agreement, Section 220.08 of the College Handbook, and in consideration of Section 23.1 of the NYS Department of Civil Service Attendance and Leave Manual.

Policy:

Unclassified employees shall provide a minimum of 30 days' written notice for resignations, including resignations for the purposes of retirement. Use of accruals during the notice period is subject to management approval.

Procedures:

1. An employee submits a letter of resignation (including for the purposes of retirement) to the President giving a 30-day notice period. A copy is simultaneously provided to the immediate supervisor.
2. The supervisor consults with the employee to plan the transition of work, including prioritizing tasks and discussing open projects.
3. The employee will outline for the supervisor, in writing, requests to use accruals and/or earned holidays during the 30-day notice period.
4. In the event the employee fails to provide the requisite advance notice, the College will take such action as it deems necessary and appropriate to the circumstances. Such action may include initiating procedures to withhold final checks or some portion thereof.
5. Supervisors who receive a request from employees who wish to use (liquidate) those credits for which they are otherwise eligible to receive a lump sum payment must consult with Human Resources prior to responding to the request.
6. The supervisor will consider the written request and render a decision, in writing, based on operational needs of the department and the New York State recommended policy.

Approval:

Effective Date: January 1, 2005

Policy Distribution: President, President's Council, Human Resources, Payroll