

Classified Resignation Policy

Policy Title:

**Accrual Usage After Submitted Resignations (Liquidation vs. Lump Sum Payment)
– Classified 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 Section 23.1 of the NYS Department of Civil Service Attendance and Leave Manual.

Policy:

It is recommended that classified employees provide a minimum of two weeks' 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 immediate supervisor giving a minimum of a two-week notice period.
2. The supervisor consults with the employee to plan the transition of work, including prioritizing tasks and discussing open projects.
3. The employee will submit to the supervisor a time off request slip in advance to use accruals and/or earned holidays during the notice period
4. 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.
5. 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.
6. If an employee resigns without giving a two-week written notice prior to the last day of work, the President's designee (Director or Associate Director of Human Resources) may 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.

Approval:

Effective Date: January 1, 2005

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