

 <p>Ringling College of Art + Design</p> <p>STAFF HANDBOOK</p>	<p>Index: 402</p> <p>Page: 1 of 1</p> <p>Subject: Voluntary Separations</p> <p>Revised: October 24, 2002</p>
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Voluntary Separations

Voluntary separations of employment are those which result when staff leave their jobs on their own initiative; these include resignation and retirement.

Resignations

Non-exempt staff who resign are requested to provide written notification to their supervisor at least 14 days prior to the date of separation. Exempt staff who resign are requested to provide written notification to their supervisor at least 30 days prior to the date of separation.

An employee who fails to provide the expected resignation notice may be considered to have resigned not in good standing. Employees considered not in good standing upon resignation may not be eligible for rehire by the College.

Letters of resignation should be submitted to the supervisor, with a copy sent to the Office of Human Resources. The employee is requested to state the reason for the resignation.

Retirement

Employees who are planning to retire are requested to inform the Office of Human Resources in writing at least 30 days prior to the date of retirement in order to prepare for benefit changes and other personnel matters.

Upon resignation or retirement, an employee will be paid for all earned, but unused vacation up to a maximum of 25 days.