

### **3359-26-05 Separation from the university.**

(A) Service with the university of Akron may be interrupted and/or terminated as a result of:

- (1) Resignation;
- (2) Retirement;
- (3) Discharge for cause;
- (4) Layoff or a reduction in force;
- (5) Failure to report for work or failure to report off work for a three-day period; or
- (6) Non-renewal.

(B) Resignation.

In the event of a resignation, an employee should provide written notice to the immediate supervisor and to human resources at least two weeks in advance of the last working day at the university.

Once a resignation has been submitted and accepted by the employee's immediate supervisor, it may not be withdrawn by the employee without the specific approval of the immediate supervisor and the chief human resources officer.

(C) "Clearance Process."

- (1) A "clearance process" must be completed by all employees exiting the university and may be required for interdepartmental transfers. The process ensures all outstanding obligations to the university are satisfied by the existing employee prior to separation and releases any payroll due to separating employees.
- (2) An anonymous exit survey is provided as part of the clearance process to all exiting employees. Employees should contact human resources to request an in person exit interview.

(D) Establishing last day worked.

A terminating employee's "last day worked" shall be the actual day on which the employee last performed assigned duties. The last day worked cannot be extended by use of accrued vacation, compensatory time or sick leave unless such sick leave has been certified by a physician. In the case of a retirement only, with the approval of the supervisor, accrued vacation or compensatory time may be used to extend the last day worked.

(E) Retirement.

- (1) Assistance with retirement processing for all employees considering retirement from school employees retirement system "SERS," public employees retirement system "PERS," state teachers retirement system "STRS," or an approved alternative



(b) Non-exempt (hourly) employees eligible for vacation accrual shall be