Outprocessing of Employees

Policy Statement:

A full-time employee who is terminating his or her employment or is going on a leave of absence in excess of thirty (30) work days is required to clear the College and submit a Letter of Resignation or Certificate of Absence as appropriate.

Procedures:

I. The Employee Checkout Sheet (Personnel Form #21) is to be hand carried by the employee to the various sources on the employee's last workday.

II. The employee's immediate supervisor is responsible for securing the various signatures on the form if an employee is unable to complete the checkout sheet.

III. Once the checkout sheet is received in the finance office, a payroll check may be issued for time worked and/or terminal pay, as appropriate.

Related Documents/Policies:

None

Policy History:

Adopted 1-19-83; Amended 11-18-92; Formerly 6Hx28:07-31

Procedure History:
Adopted 1-19-83; Amended 11-18-92; Formerly 6Hx28:07-31