

Resignation or Retirement Notice

Each employee is requested to submit a resignation letter to his or her supervisor when the employee makes the decision to terminate his or her employment at Converse. An employee who intends to resign or retire has the responsibility of also notifying the Human Resources Department of his/her plans so that the necessary paperwork can be completed and an exit interview can be scheduled.

Notice Requirements (unless mutually agreed upon by the University and employee):

1. Non-exempt employees shall provide written notice to the University a minimum of two weeks prior to the effective date of their resignation or retirement;
2. Exempt employees shall provide written notice to the University a minimum of one month prior to the effective date of their resignation or retirement

Failure to submit the requested written notice in a timely manner or failure to work the termination notice will cause the terminating employee to forfeit accrued but unused vacation leave. Additionally, any employee discharged by the University may forfeit all accrued but unused vacation leave.

Holidays, Vacation or Personal Leave that occur during the notice period will extend the notice to cover the holidays and absences or the Vacation payout will be forfeited.

In the event of termination for any reason, pay for unaccrued vacation leave time that the employee has already taken will be deducted from the employee's final paycheck, and pay for any accrued but unused vacation leave may be added to the final paycheck up to 40 hours.

Upon the employee's last day of work, all keys to University property, uniforms, credit cards, identification cards, and University property are to be turned in to the Human Resources Office. Any payments and/or outstanding balances owed to the University may be deducted from the final paycheck. The University may withhold payment of funds owed to a terminated employee engaged in an activity involving the University until a final accounting of all funds requested by the University relative to the activity has been submitted to and reviewed by the University. These statements include, but are not limited to, financial statements, income, and expense statements, credit card statements, etc.

The University reserves the right to seek any funds owed to it by a terminated employee, first through a simple request, and that failing, through legal action.