

## Resignation and Dismissal

### Lay Off

A temporary or seasonal reduction in staff may be necessary because of the curtailment or reduction of a program. An employee affected by such a reduction will be notified by the immediate supervisor and given notice in writing by the appropriate Vice President as far in advance as possible.

### Voluntary Resignation

The University requests that an employee submit a written resignation with an effective date to his/her immediate supervisor and to the appropriate Vice President. The Vice President will then notify the Business Office of the resignation.

### Retirement

The University requests that notice of the impending retirement of an employee, with an effective date for the retirement, be given in writing to the employee's supervisor and the appropriate Vice President. The Vice President will then notify the Business Office of the retirement.

### Dismissal

An employee dismissed by the University will receive written notice of dismissal in a meeting with the supervisor and, if appropriate, the responsible Vice President. A Buildings & Grounds employee dismissed by the University will receive written notice of dismissal in a meeting with the supervisor, Director of Buildings and Grounds, and the Vice President for Financial Affairs.