



**The College at Brockport  
State University of New York**

**Category:**

Office of Human Resources

**Responsible Office:**

**Human Resources**

**Policy Title:**

Separation From Employment Policy

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**Policy:**

An employee, whose employment with the College is discontinued, for any reason, is responsible for returning all College property in his/her possession and paying any outstanding debt owed to the College. An employee who is leaving the College is responsible for completing the Employee Separation Form prior to the last day of work.

The purpose of this policy is to ensure that upon notification by an employee of resignation, the legitimate operating needs of the College are met and to provide a consistent application for the use (liquidation) of accruals during the notice period, in accordance with Article 32.2 of the UUP Agreement and in accordance with Section 23.1 of the NYS Department of Civil Service Attendance and Leave Manual.

**Classified** employees must provide a minimum of two weeks written notice for resignations, including resignations for the purpose of retirement. Use of accruals during the notice period is subject to management approval.

**Unclassified** employees must provide a minimum of 30 days written notice for resignations, including resignations for the purpose of retirement. Use of accruals during the notice period is subject to management approval.

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**Procedure:**

- 1) An employee submits a letter of resignation to his/her immediate supervisor (giving proper notice).
- 2) The supervisor completes an Appointment/Status Change Recommendation Form and submits to the Office of Human Resources along with the employee's resignation letter.
- 3) The employee will submit a written request to their supervisor if they wish to use or liquidate accruals during the notice period. Supervisors who receive a written request from employees to use or liquidate accruals must consult with the Timekeeper in the Payroll Office prior to responding to the request to ensure accruals are available for use.

- 4) The employee and his/her supervisor complete the Employee Separation Form.
- 5) If an employee resigns without giving proper notice, the College may withhold payments for unused vacation leave.

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**Forms:**

[Employee Separation Form](#)

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**Reference(s):**

NYS Department of Civil Service Attendance and Leave Manual  
Article 32.2 of the UUP Agreement