



**BROWN**

## **Voluntary Employment Termination Policy**

POL 08.30.03

Effective Date: February 26, 2020

### **1.0 Policy Purpose**

This policy governs situations when an employee gives notice of resignation or retirement to the University.

### **2.0 To Whom the Policy Applies**

All employees of the University, including faculty and student employees, except where resignations or retirement notices are expressly stated in a collective bargaining agreement.

### **3.0 Policy Statement**

Employees who are voluntarily terminating their employment at Brown University must submit their decision in writing to their supervisor. The resignation or retirement date must be on a business day when University administrative offices are open. An employee's written notice will include the separation reason (resignation or retirement), and a last day of employment.

Employees are asked to work through their last day of employment unless written approval is provided by their supervisor. If a supervisor provides approval in writing, the employee will be paid through their last day employment as stated in their written notice of resignation or through their last day of work in their written notice of retirement.

Employees in non-exempt positions are asked to provide written notice of a minimum of 10 business days. If the supervisor is not available to receive notice, the employee will submit notice to the supervisor at the next higher level. Written notice of more than 10 business days will be accepted by mutual agreement of the employee and the employee's supervisor.

Employees in exempt positions are asked to provide written notice of a minimum of 20 business days to their supervisor. If the supervisor is not available to receive notice, the employee will submit notice to the supervisor at the next higher level. Written notice of more than 20 business days will be accepted by mutual agreement of the employee and the employee's supervisor.

Employees resigning are encouraged to complete an exit interview online or request an exit interview with a representative in Employee and Labor Relations at University Human Resources.

Employees who are absent from work for three or more consecutive working days without notice to their supervisor will not be expected to submit their decision in writing and will be considered to have resigned from the University. In these situations, the University will make every reasonable attempt to contact the employee before determining that the employee has resigned.

#### 4.0 Definitions

For the purpose of this policy, the terms below have the following definitions:

**Resignation:** A resignation is a voluntary employment termination initiated by the employee other than retirement.

**Retirement:** A voluntary employment termination initiated by an employee who meets eligibility for retirement benefits offered by the University.

#### 5.0 Responsibilities

All individuals to whom this policy applies are responsible for becoming familiar with and following this policy. University supervisors are responsible for promoting the understanding of this policy and for taking appropriate steps to help ensure compliance with it.

**Employee:** The employee is responsible for providing timely written notification to their supervisor.

**Supervisor:** The supervisor is responsible for receiving notice from the employee and completing the offboarding procedure (or designating a representative to do so) after the employee's written notice is received.

**University Human Resources:** University Human Resources representatives will review the offboarding procedure from the department's supervisor and/or designee (e.g., Human Resources Coordinator) and conduct an exit interview at the request of the employee.

#### 6.0 Consequences for Violating this Policy

Failure to comply with this policy may result in a delay to receive earned and unused vacation pay.

Failure to comply with this and related policies is subject to disciplinary action, up to and including suspension without pay, or termination of employment or association with the University, in accordance with applicable (e.g., staff, faculty, student) disciplinary procedures.

#### 7.0 Related Information

This policy is not a legal document. This policy does not confer a term of employment, nor is the language intended to establish a contract of employment, express or implied, between any employee and Brown University. The University reserves the right to change, amend or terminate any of its human resources policies at any time for any reason.

Brown University is a community in which employees are encouraged to share workplace concerns with University leadership. Additionally, **Brown's Anonymous Reporting Hotline** allows anonymous and confidential reporting on matters of concern online or by phone (877-318-9184).

The following information complements and supplements this document. The information is intended to help explain this policy and is not an all-inclusive list of policies, procedures, laws and requirements.

7.1 **Related Policies:** N/A

7.2 **Related Procedures:**

- [Offboarding SOP](#)

7.3 **Related Forms:**

- Online Exit Interview

7.4 **Frequently Asked Questions (FAQs):** N/A

7.5 **Other Related Information:** N/A

## 8.0 Policy Owner and Contact

8.1 **Policy Owner:** Vice President for Human Resources

8.2 **Policy Approved by:** Executive Vice President for Finance & Administration

8.3 **Contact Information:** Senior Director of Employee and Labor Relations, University Human Resources

- Telephone: 401-863-3896
- Email: [employeeandlaborrelations@brown.edu](mailto:employeeandlaborrelations@brown.edu)

## 9.0 Policy History

9.1 **Policy Effective Date:** February 26, 2020

9.2 **Policy Last Reviewed:** May 8, 2020

9.3 **Policy Update/Review Summary:** Formatted to comply with the new University Policy Template. Policy disclaimer notice added in section 7.0 on May 8, 2020. Policy footer removed on June 19, 2020. Previous policy version superseded by this policy:

- Voluntary Termination (20.081), Revision Date: March 12, 2019