UW Parkside

**Departure Notice Procedure**

**Determination**

Whether an employee is resigning, retiring, transferring or terminated for misconduct the employer must carefully execute and document each step in the termination process in case the employer is later called upon to defend its actions.

**Voluntary Terminations: Resignation, Retiring or Transferring**

In case of resignation, retiring or transferring, the following steps are followed for a smooth departure. Non-Teaching Employees are requested to provide a minimum of two weeks’ notice of their intention to separate from the University to allow a reasonable amount of time to transfer ongoing workloads. Teaching employees are requested to provide one semester notice of their intention to separate. The employee should provide a written resignation notification to his or her manager.

*\*\* Please note that in the event of a retirement employees typically will meet with Human Resources prior to notifying their department. Often times an employee will complete this step first to ensure that they are comfortable with the retirement process and understand the documents and additional processes that should be completed to ensure a smooth transition to retirement.\*\**

1. Employee meets with Supervisor to notify of the department of the departure. The employee and Supervisor will complete the departure notice and discuss the process.
2. Employee schedules a meeting with HR department to discuss departure process/leave options and calculations or retirement. (This typically happens first when working with retirements). If Human Resources has not received a copy of the employee’s resignation letter or Departmental Departure Notice Human Resources will provide this to the employee.)
3. Supervisor/Employee will complete the departure form and a letter of resignation which should include reason.
	1. Resigning (provide additional information)
	2. Retiring
	3. Transferring
	4. Non – Renewal Contract (employee signature not needed)
	5. End of Appointment (employee signature not needed)
	6. Layoff (employee signature not needed)
	7. Dismissal (employee signature not needed)
	8. Termination (Other) in the event an employee is terminated the form should still be completed by the supervisor. A copy of the termination should be provided with the Departmental Departure Notice.
4. Supervisor must submit through BPLogix System for HR processing. [Click here for form](https://uwp.bplogix.net/form.aspx?formid=a220172f-fe04-4a06-87eb-f6dfa80b1f8c&pid=946ca522-e191-479d-a0c8-c67f807880ee)