

Leaving the College

Summary

Employees who leave the college, for whatever reason, are encouraged to schedule an exit interview with a member of Human Resource Services. All keys, identification card(s), uniforms or other college property must be returned to the supervisor on or before the termination date.

Although employees may resign at will at any time, with or without advance notice, at least two weeks' written advance notice is requested whenever possible. For many positions, particularly managerial or exempt, a longer notice is standard professional practice. Vacation time that has been earned, but not used, will be paid. Floating holidays and sick leave are not paid.