

POLICY: 6Hx28:3F-01



Responsible Executive:
Vice President, Organizational
Development and Human Resources

Policy Contacts:

Specific Authority: 1001.64, F.S.

Law Implemented: 1001.64, F.S.

Effective Date: 11-18-1992

Date of Last Policy Review:
11-18-1992

Outprocessing of Employees

Policy Statement:

A full-time employee who is terminating his or her employment or is going on a leave of absence in excess of thirty (30) work days is required to clear the College and submit a Letter of Resignation or Certificate of Absence as appropriate.

Procedures:

- I. The Employee Checkout Sheet (Personnel Form #21) is to be hand carried by the employee to the various sources on the employee's last workday.
- II. The employee's immediate supervisor is responsible for securing the various signatures on the form if an employee is unable to complete the checkout sheet.
- III. Once the checkout sheet is received in the finance office, a payroll check may be issued for time worked and/or terminal pay, as appropriate.

Policy History:

Adopted 1-19-83; Amended 11-18-92; Formerly 6Hx28:07-31

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