

Resignations of Employment	Procedure Number	UA-PTC AR 405.3
	Effective Date	Jan 1, 2019

1.0 PURPOSE

1 To establish guidelines for consistent practice affecting employee resignation from UA-PTC.

2 2.0 REVISION HISTORY

3 Adopted on:
4 Revised on:
5 October 2018

3.0 PERSONS AFFECTED

Faculty and staff

4.0 PROCEDURE

6 A. RESIGNATIONS OF EMPLOYMENT

7 A faculty or staff member has a duty to give early notice of his or her resignation, including the proposed
8 effective date of the resignation. Notice should be given in written or electronic form to the individual's
9 supervisor or to the administrative head of the department to which the individual is assigned.

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11 UA-PTC employees – both faculty and staff – are required to give ten working days notice of resignation.
12 Notice of resignation is given to the employee's immediate supervisor.

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14 The UA-PTC supervisor or administrative head shall give a formal response to the notice (either
15 an acceptance or rejection) to the employee within five (5) working days of receipt of the notice
16 of resignation. This documentation of receipt shall be copied to the UA-PTC Human Resources Director.
17 When the written acceptance of the resignation is forwarded to the individual
18 submitting his/her resignation, the resignation becomes final.

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20 If notice is given verbally, the individual's supervisor should, within 24 hours, send a written
21 communication to the individual acknowledging receipt of the verbal notice. The supervisor shall give a
22 formal response to the notice (either an acceptance or rejection) to the employee within five (5) working
23 days of receipt of the notice of resignation. This formal response shall be copied to the UA-PTC Human
24 Resources Director. When the written acceptance of the resignation is forwarded to the individual
25 submitting his/her resignation, the resignation becomes final.

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27 The employee then must respond to the supervisor's written communication as to have a documented
28 notice of resignation. The employee must respond to the supervisor in a like written communication
29 within 24 hours of receipt.

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REQUIRED APPROVALS	NAME/SIGNATURE/TITLE	DATE
Originator(s):	UA-PTC Review	Oct 2018
Ratified by:		
Recommended by Chancellor (Signature)	Margaret Ellibee	Jan 1, 2019
UA Aligned Policy	405.3	March, 2018