

Resignation and Exit Interview

Scope: Who is Covered by this Policy?

Classified Staff

Policy

When you terminate your employment, you must turn in a written resignation that includes your last day to your supervisor at least two weeks prior to the date you intend-, this may be accomplished by completing the "Resignation Notice Form" on the Human Resources website. Your supervisor will forward the resignation to the Department of Human Resources as soon as possible. The Department of Human Resources will notify you that you are required to complete the appropriate forms in the Department of Human Resources, Room 15, Roudebush Hall, 529-3131. You will ~~be interviewed by~~have the opportunity to meet with a Human Resources representative ~~of the Benefits Services Office~~ to review your reasons for leaving, finalize information and records, and answer any questions regarding your employment with Miami and University-provided benefits.- You are required to return any University owned equipment including your ~~parking tag and~~ employee ID. Employees may not use paid time off to extend their health care benefits into the following month.