

# UConn HEALTH

**POLICY NUMBER 2014-11**  
**December 16, 2014**

## **POLICY: VOLUNTARY RESIGNATION FROM A UCONN HEALTH POSITION**

### **PURPOSE:**

This policy describes the voluntary resignation process for UConn Health employees while complying with the State of Connecticut regulations.

### **SCOPE:**

All UConn Health employees.

### **POLICY STATEMENT:**

UConn Health employees may resign at any time by providing written notification to their supervisor with a minimum of two weeks' notice. Failure to provide a two week notice may result in a resignation not in good standing.

Employees resigning from a position to take another position within UConn Health should provide written notification to their supervisor indicating the last day in the current department and the name of the department to which they are transferring.

Note: Employees considering retirement should visit the Human Resources website:  
<http://employ.uhc.edu>

### **GUIDELINES/DEFINITIONS:**

**Resignation:** Voluntarily separating from a UConn Health position, transferring to another state agency, or transferring to another position within UConn Health.

**Written Notification:** The notification should be dated and addressed to the supervisor and include:

- reason for leaving
- last day worked
- department
- forwarding address
- name of state agency if transferring to another State of CT position (include start date in new position)
- name of UConn Health department transferring to internally (include start date in new position)
- employee signature

**Notice Period:** A two week notice period between submission of written notification and last day worked is standard. Longer notice periods may be appropriate for key positions, and alternative notice arrangements may be negotiated with the staff member at the employing unit's discretion. Employees are expected to work through their notice period. Employees may not use vacation or compensatory time to extend the notice period.

**Ability to Withdraw/Extend a Resignation:** Once a written notification of resignation has been submitted, an employee no longer has a guarantee of working beyond the resignation date. Employees may submit a written request to withdraw/extend their resignation up until the last day of work; however, acceptance of the withdrawal/extension is at UConn Health's discretion. Supervisors should immediately consult with Human Resources upon receiving a request to withdraw/extend a resignation.

**Returning UConn Health Property:** Employees must return all UConn Health property on or before the last work day, at a time determined by management. UConn Health property may include but is not limited to, intellectual property, work documents, identification badge, parking pass, keys, tools, uniforms, corporate credit cards, telephone calling cards, phones, office equipment, office supplies, medical equipment, manuals, books, state issued computer equipment, etc.

**Rescinding A Resignation:** Classified employees in the statewide bargaining units have up to one year following their resignation date to rescind their resignation as outlined in [General Letter No. 177](#). Under this General Letter, eligible individuals may be reinstated to classified job classes in which they attained permanent status. Agencies are under no obligation to rehire a former employee who has resigned in good standing. The employee must apply and be selected for a classified position to be reinstated. There are a number of privileges awarded provided s/he is rehired by an Executive Branch agency.

## **RESIGNATION PROCEDURE:**

### **The Employee completes the following:**

1. Submits a written notification with a minimum notice period of two weeks to his/her supervisor.
2. Notifies Human Resources of the resignation via e-mail at [separations@uchc.edu](mailto:separations@uchc.edu).
3. Human Resources will contact the employee to offer a confidential exit interview to discuss benefits and last paycheck information. (This does not apply to internal transfers, special payroll, students, graduate assistants, re-employed retirees and per diem employees).
4. Discusses the status of work assignments with his/her manager and return any UConn Health property.
5. Provides access codes and/or software for computers, voicemail, etc.
6. Removes all personal belongings by their last day of employment.

The Supervisor completes the following:

- Notifies Human Resources immediately of an employee's resignation date in order to:
- Prevent overpayments against department budgets
- Comply with federal timelines for required notification of continuation of benefits (COBRA)
- Comply with federal wage and hour laws
- Accurately complete University, State and Federal reports
- Secure and protect electronic information and physical property
- Reminds an employee that written notification is mandatory upon employee notification of his/her intent to voluntarily resign.
- Provides the employee with written acceptance of resignation within two business days upon receipt of an employee's written notification.
- Forwards the written notification and acceptance to Human Resources immediately at [separations@uchc.edu](mailto:separations@uchc.edu).
- Discusses the status of work assignments with the separating employee and collects any UConn Health property as well as access codes and/or software for computers, voicemail, etc.
- Notifies IT regarding termination date for all access to UConn Health information systems.
- Reviews the accuracy of the employee's final time card.
- Ensures that all outstanding time and attendance reporting issues are resolved.
- For faculty, ensures that an authorized faculty leave record is submitted to Payroll before the last day of employment.
- Reviews appropriateness of position refill with Employment Services Officer.

**Human Resources completes the following:**

1. Upon receipt of the resignation e-mail from the employee, the Employment Services Officer contacts the employee to schedule a confidential exit interview to discuss continuation of health benefits, final paycheck, and initiate the Separation of Employment Clearance Form. (This does not apply to internal transfers, special payroll, students, graduate assistants, re-employed retirees and per diem employees).
2. Upon receipt of the supervisor's acceptance, Human Resources initiates a separation Electronic Personnel Action Form (EPAF) to appropriate administrators.

Elizabeth Bolt (Signed)

12/31/14

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**Elizabeth Bolt**  
**Vice President for Human Resources**

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**Date**

Andrew Agwunobi (Signed)

1/6/15

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**Andrew Agwunobi, M.D., MBA**  
**Interim Executive Vice President for Health Affairs**

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**Date**

New Policy: 12/16/14