

UAM OPERATING PROCEDURE 410.1

RESIGNATIONS

Resigning from a position at the University of Arkansas at Monticello is the prerogative of the employee. All employment resignations should be submitted in advance to the employee's immediate supervisor and should be in writing. A written resignation of at least two weeks' notice should be submitted in time to permit an employee to utilize all accrued vacation prior to the resignation date. Academic employees should give early notice of resignation in writing to the unit head and the Vice Chancellor for Academic Affairs.

The supervisor shall give written notice of acceptance to the employee. When the written acceptance of the resignation is forwarded to the resigning employee, the resignation becomes final and cannot thereafter be withdrawn.

A copy of the letter of resignation and the acceptance shall be forwarded by the supervisor through normal organizational channels to the supervising Vice Chancellor and the Human Resources Office.

A Personnel Action Form (PAF) (see UAM Operating Procedure 410.3) must be prepared by the supervisor/unit head and forwarded to the supervising Vice Chancellor. This should be done as soon as the termination information is known.

In addition to the PAF, the individual must complete a Termination Clearance Form (see UAM Operating Procedure 410.2) which will route to Payroll.

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