



Resignation of Personnel (6.35)

PURPOSE

The purpose of this policy is to establish a procedure for administrative action related to the resignation of personnel from approved budget positions. A further purpose is to ensure such administrative actions are properly documented in official University files.

POLICY

It shall be the policy of Tennessee State University that existing employees of the University who voluntarily resign, shall submit a written resignation in accordance with procedures described below.

PROCEDURE

1. Resigning employees should submit a written resignation to their department head or supervisor in accordance with their employment contract.
 2. The department has the responsibility for submitting a Personnel Action Request Form to the Personnel office for the terminating employee giving the employee's name, budget position and the last day the employee worked. Termination forms and copies of resignation letters should be forwarded promptly to the Personnel Office in order that proper final payment may be made to the separating employee.
 3. The resigning employee will be paid for any unused accumulation of annual leave except in a dismissal for gross misconduct as defined in TBR Policy 5:01:00:00 or transfer to another department of the State of Tennessee as outlined in TBR Policy 5:01:01:06.
 4. Resigning employees whose resignation becomes effective in the middle of any period should not expect to receive their final check before the next regular pay day.
 5. Department Heads and Supervisors should direct resigning employees to the Personnel Office for out processing and exit interviewing before leaving the University. Also, at this time separation notices will be issued to separating employees as required by the Tennessee Unemployment Compensation law
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REFERENCE

[TBR Policy No. 5:01:00:00](#)

[TBR Policy No. 5:01:01:06](#)

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