



UNIVERSITY SYSTEM  
OF GEORGIA

# Resignations

## CITATION REFERENCE

<b>OFFICIAL TITLE</b>	POLICY ON RESIGNATIONS
<b>VOLUME</b>	HUMAN RESOURCES
<b>RESPONSIBLE OFFICE</b>	USG HUMAN RESOURCES OFFICE
<b>ORIGINALLY ISSUED</b>	
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## Policy Statement

The University System of Georgia has established a policy to provide guidance for situations involving separations of employees from the USG through resignation and allows for consistency among institutions regarding resignations.

This policy ensures consistency among employees of the University System of Georgia.

## Applicability

All units of the University System of Georgia are covered by this policy.

## Who Should Read This Policy

All Human Resources personnel and employees within the University System of Georgia should be aware of this policy.

## Definitions

These definitions apply to these terms as they are used in this policy:

- **Resignation:** voluntary relinquishment of employment by an employee.

## Process and Procedures

Employees who resign for any reason should give as much notice as possible. The minimum notice is generally ten (10) working days, but a shorter period of time may be permissible.

Written notice is expected. The supervisor is strongly encouraged to provide a written acceptance of the resignation, regardless of whether the resignation was submitted orally or in

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writing. The institution is not obligated to allow an employee to rescind the resignation. The supervisor may designate an earlier final date of employment.

Upon notice by an employee indicating their intent to resign, whether verbally or in writing, the immediate supervisor is expected to accept the resignation in writing. Any written resignation shall be made a part of the employee's official personnel file. The written response shall be issued to the employee, with a copy maintained in the official personnel file.

Upon the termination of an employee, the employee's home department shall submit the institutional form (which may be electronic) to Human Resources for processing.

The department should identify any equipment or other property issued to the employee and ensures that it is collected from the employee on or before their last date of employment.

The employee will receive their final paycheck or direct deposit with the normal payroll period that coincides with their termination date. Accrued vacation/annual leave up to the maximum accumulation as outlined in policy shall be paid to the employee in accordance with the institutional payroll policy.

The institution will issue the required Department of Labor Separation Notice, provide information on the employee's rights regarding benefits continuation under the provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1986, and provide any other information regarding the conversion of benefits not covered by COBRA.

Institutions are encouraged to develop exit checklists specific to their campus that can serve as a reference and identify potential items that should be collected and/or destroyed. A copy of the checklist should then be retained in the employee's personnel file.

### Responsible Parties and Contact Information

Party	Responsibility	Phone/Email/URL
<b>Vice Chancellor for Human Resources, USG</b>	Maintain and revise resignation policy as appropriate.	404-962-3235 <a href="mailto:usg-hr@usg.edu">usg-hr@usg.edu</a>
<b>Institution Chief Human Resources Officers</b>	Each institution shall establish and maintain an adequate procedure for implementing this policy.	See University System <a href="#">HR Officer Listing</a>

### Appendices (Internal Documents, Forms and Web Links)

- None

### Related Documents and Resources (External)

- None

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