



Voluntary Separation from Employment	
Responsible Official: Chief Operating Officer	Responsible Office: Human Resources

### Policy Purpose

The policy specifies the expectations related to the notification of and processing of voluntary separations from ETSU. This policy applies to all ETSU employees.

### Policy Statement

This policy applies to all types of voluntary separations, including resignations, transfers to other State of Tennessee agencies or institutions without a Break in Service, and retirements.

Employees of ETSU and their respective department heads are required to complete all off-boarding procedures specified by the Office of Human Resources. Employees are expected to return ETSU property and satisfy outstanding financial or other obligations before the Last Working Day. Failure to complete all necessary actions could delay distribution of the employee's final check.

#### I. Types of Voluntary Separations.

Voluntary separation is:

- A. Resignation;
- B. Transfer to another State of TN institution/agency without a Break in Service;
- C. Retirement; or
- D. Job Abandonment.

#### II. Notice to the University of Separation

- A. Clerical and Support Personnel.  
Employees in this category should give at least fourteen (14) days notice.
- B. Executive and Administrative Personnel and Professional Non-faculty Personnel.  
Unless specified otherwise in the employment agreement, employees in this category should give thirty (30) days notice.
- C. Academic (Faculty) Personnel.

Employees in this category should give at least thirty (30) days notice. Notification from an employee a semester or academic year in advance is preferred whenever possible.

The employee's supervisor has the discretion to determine the employee's Last Working Day, but the employee may elect an earlier date than the one specified.

All resignation and/or retirement notifications must be submitted to the employee's direct supervisor. Employees who are overpaid due to a failure to provide a timely notice of separation will be required to make restitution to ETSU.

Employees who provide timely notice to the Office of Human Resources of their separation and provide all requested separation documentation should receive their final paycheck at the end of the separating month. However, final paychecks may be held until the end of the month following the separation date to ensure all accrued leave is processed appropriately and any monies owed to the university are collected.

### III. Disposition of Accrued but Unused Leave

#### A. Annual Leave.

Unless otherwise specified in the employment agreement and excluding retirement, an employee will receive a lump sum payment for the balance of annual leave as of the Last Working Day. Employees may not use annual leave to remain in an active pay status after the last day worked.

Retiring employees may choose to receive a lump sum payout of annual leave or use it for Terminal Leave.

#### B. Sick Leave

In all cases, excluding retirement, sick leave cannot be paid out pursuant to state law. The balance of sick leave will remain on file and may be transferred to another State of Tennessee agency or institution pursuant to the *Leave Transfer Policy*.

Pursuant to state law, when an employee retires accrued but unused sick leave may: (1) count for credit toward retirement for those employees who are vested with TCRS, or (2) be credited toward service for ORP members who are eligible to continue insurance in retirement for the purpose of premium reduction. Alternately, ORP members may elect to donate sick leave to the applicable ETSU sick leave bank.

Authority: T.C.A. §§ 49-8-203; 49-1-103; 8-50-807

Previous Policy: N/A

### **Defined Terms**

Academic Personnel	Faculty members (exempt employees) who hold academic rank, and who are directly engaged in instruction, research, or public service. Academic personnel are employed either on a nine-month (academic year) or twelve-month (fiscal year) basis.
Active Pay Status	The conditions under which an employee is eligible to receive pay.
Break in Service	A break in service is a scheduled workday which was not worked and for which no pay was received.
Clerical and Support Personnel	Non-exempt employees who are categorized as clerical, support, technical, maintenance, and operations personnel.
Executive and Administrative Personnel	Exempt, non-academic employees who primarily have executive and administrative responsibilities and whose positions require recognized professional achievement acquired by formal training or equivalent experience.
Job Abandonment	When an employee does not report to work or notify the supervisor/manager for three consecutive days
Last Working Day	The last day that a separating employee reports to work. The last working day is the same as the effective date of the separation. No leave is recorded after this date unless the employee is on terminal leave or the Office of Human Resources instructs otherwise.
Lump Sum Payment	Lump Sum Payment refers to the payment of a separating employee's annual leave balance as of the last working day.
Offboarding Process	The current process used by ETSU to notify all pertinent parties of an employee's separation from the university.
Professional Non-Faculty Personnel	Exempt or non-exempt (depending upon job description and annual salary) non-academic employees whose positions require recognized professional achievement acquired by formal training or equivalent experience.
Terminal Leave	Terminal leave is the period between a retiring employee's last working day and the date that the annual leave balance is depleted. During terminal leave, employees do not accrue annual or sick leave, do receive holiday pay, do receive longevity payments (if applicable), and do not receive salary increases. Annual leave is recorded on the timesheet. The date that the annual leave runs out is the official date of retirement. Retiring employees may select the terminal leave option or may receive a lump sum payout for any remaining annual leave.

## Policy History

Effective Date: September 13, 2021

Revision Date:

## Procedure

An online Employee Separation/Transfer Form is completed for every employee who separates from ETSU employment. The instructions are provided on the Employee Offboarding webpage: [Employee Offboarding \(etsu.edu\)](https://etsu.edu/employee-offboarding). The form may be completed by the employee or on the employee's behalf. The submission of this online form will result in the notification via e-mail to affected University departments. All approvals are obtained electronically during the routing of the form.

Timesheets for the employee's last working month are to be submitted and approved in the Time Reporting System (TRS) by the 15<sup>th</sup> of the month unless Human Resources has indicated otherwise.

## Procedure History

Effective Date:

Revision Date:

## Related Form(s)

## Scope and Applicability

Primary: Human Resources

Secondary: