

## **RESIGNATION AND RETIREMENT**

If a staff member decides to leave the University's employ, he/she is expected to give as much written notice as possible, preferably at least two calendar weeks. Such notice should be dated and signed by the employee and include the effective date of the resignation (last working day) and the reason for the resignation. If the employee has a vacation balance, he/she will be paid the value of the unused vacation leave. Vacation leave may not be used to extend the effective separation date; the separation date is recorded as the last day the employee was physically present on the job.

Staff members may retire from the University at age 65 or at age 55 or above after ten years of service with the University system. An employee may also retire because of a physical or mental disability that prevents the employee from satisfactorily performing work, such disability to be determined by resolution of the Board of Regents.

Employees who leave a regular, benefits-eligible position with the University and return to the system in a regular benefit eligible position within three years will have their service bridged: The employee's former accrual rates for vacation and sick leave would be reinstated.