



SEPARATION OF EMPLOYMENT POLICY

Policy Number: 4.5200
Subject Area: Personnel
Adopted: 03/20/1997
Revised: 06/23/2025

This policy applies to all Kaskaskia College employees. Union employees should also refer to their respective collective bargaining agreements for additional applicable provisions.

I. At-Will Employment

Employment with Kaskaskia College is voluntary and subject to termination by the employee or Kaskaskia College at will, with or without cause, and with or without notice, at any time. Nothing in this policy alters or modifies Kaskaskia College's employment-at-will status.

II. Types of Separation

Voluntary Termination

Voluntary termination occurs when an employee:

- Provides written notice of resignation or retirement
- Is absent from work for three consecutive scheduled workdays without notifying their supervisor (job abandonment)

Involuntary Termination

An involuntary separation is an institution-initiated dismissal with or without cause.

Death of an Employee

A termination due to the death of an employee will be made effective as of the date of death.

III. Professional Expectations

Employees are expected to fulfill their professional duties and responsibilities during the resignation/retirement period until their departure. This includes being present for regularly scheduled work hours, meetings, etc. (unless remote work was previously approved by administration).

IV. Paid Leave During Notice Period

Employees must be present at work on their final day of employment. Upon submitting resignation or retirement notice, employees cannot use accumulated paid time off to extend their employment end date. For example, an employee cannot designate May 31 as their last physical day on campus while using paid time off through July 31 to establish July 31 as their official employment end date. This policy applies consistently to all employees.

V. Final Pay

An employee who resigns/retires or is discharged will be paid through the last day of employment, plus any unused earned vacation hours, advances, or other agreements the employee may have with the College, if applicable.

Approval History:
Replaces Voluntary Separation of Employment Policy 2.52 Approved 03/20/1997;
Updated 05/18/2020; Updated 06/23/2025