



## **VOLUNTARY SEPARATION OF EMPLOYMENT POLICY**

**Policy Number: 4.5200**  
**Subject Area: Personnel**  
**Adopted: 03/20/1997**  
**Revised: 03/20/1997**

Employees of the College can voluntarily separate from employment at any time provided a written notice of the intent to separate is submitted to the College President at least two weeks prior to the employee's last day of employment with the College. The employment relationship between the College and the employee will terminate at 5:00 p.m. on the final day of employment as noted in the separation notice and agreed upon by the College. After that time, accrual of all benefits and rights and privileges afforded an employee of the College will end.

Payment of wages owed will be made on the next regularly scheduled pay date. Any unused earned vacation will be paid in accordance with 2.310 or applicable collective bargaining agreement.

Approval History: Replaces Voluntary Separation of Employment Policy 2.52 approved 03/20/1997