



Resignation or Voluntary Termination Policy 9.25

Office of Human Resources

Applies to: Staff

POLICY

Issued: 04/27/2005
Revised:
Edited:
Reviewed:

University staff may resign their employment at any time by providing written notification with a minimum of two weeks notice to include last day of employment. Staff who internally transfer to another University position are also expected to provide two weeks notice to their current unit.

POLICY GUIDELINES

- I. **Notice.** A two week written notice is standard. Longer notice periods may be appropriate for key positions, and alternative notice arrangements may be negotiated with the staff member at the employing unit's discretion. (See [Policy 4.10](#)) Staff are expected to work through their notice period, unless an alternative arrangement has been made. Staff may not use vacation or compensatory time to extend the notice period.
- II. **Ability to rescind a resignation.** Classified Civil Service staff may rescind a resignation through the effective date of resignation. For unclassified staff, acceptance of the withdrawal of the resignation is at the unit's discretion. Managers should consult with the Office of Human Resources, [Organization and Human Resource Consulting \(OHRC\)](#), upon receiving a request to rescind a resignation.
- III. **Returning university property.** Staff must return all university property on or before the last work day, at a time determined by management.

PROCEDURE

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For information regarding procedures, contact [OHRC](#).

RESOURCES

For consultation:

- Office of Human Resources, [Organization and Human Resource Consulting \(OHRC\)](#)
(614) 292-2800, ohrc@hr.osu.edu

For more information:

- Leaving University Employment hr.osu.edu/events