

Voluntarily Leaving Employment Policy

POLICY: Voluntarily Leaving Employment			
POLICY NUMBER:	300.37	CUSTODIAN:	Special Projects
APV'D DATE:	10/20/20	REVIEW DATE:	10/2020
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REFERENCES:			

Part 1. Policy Background and Purpose.

The purpose of this policy is to provide a general guideline to employees considering leaving White Earth Tribal and Community College (WETCC) employment.

Part 2. Definitions.

A resignation is defined as a formal statement indicating the intention of the employee to leave their employment at WETCC as of a specified upcoming date no less than two (2) weeks in advance.

Retirement is defined as the action or fact of leaving one's job and ceasing to work.

Quit is defined as an employee who voluntarily leaves WETCC employment without a 2-week notice.

Part 3. Responsibility.

An employee who plans to resign or retire is asked to give at least a 2-weeks written notice to their supervisor to allow for proper planning and staffing within the department.

The supervisor is responsible to promptly notify the Human Resources (HR) Technician and provide copies of the written notification for the personnel file.

The HR Technician is responsible for processing paperwork to ensure the employee's final check is prepared in accordance with approved policies and continuation options for benefits are explained to the departing employee.

Part 4. Policy.

Employee notification is required for proper resignation or retirement. Employees who do not make proper notification will be deemed to have 'quit' their employment.

An employee who does not report to work or contact their immediate supervisor for 3 consecutively scheduled workdays will be deemed to have voluntarily quit.