

MEDICAL COLLEGE OF OHIO

Subject: RESIGNATIONS

Policy No.: 05-067

---

Employees resigning from employment with the Medical College of Ohio should, as a courtesy, notify their supervisor in writing at least two weeks prior to the date of separation. A supervisor notified of an employee's resignation is responsible for notifying Human Resources of the date. Human Resources will send the employee an exit packet to his or her mailing address.

Salaried staff are expected to provide a minimum of thirty (30) calendar days notice of resignation.

Grandfathered limited contract holders must provide a minimum of thirty (30) calendar days notice of resignation. Failure to comply with this requirement will result in loss of any terminal benefits.

An administrative contract employee must provide notice in writing to the President or appropriate Vice President at least ninety (90) days prior to the proposed date of resignation. Failure to comply with this requirement will result in loss of any terminal benefits.

All employees resigning must turn in any MCO property in their possession to their supervisor or Human Resources not later than the last day of employment.

The effective date of a resignation will be the last date worked. Employees are not eligible for paid time off after this date.

Source: Vice President for Operations

Effective Date: 03/13/95

Revision/Review Date:

07/22/96  
04/01/98 Revised  
07/01/99 Revised  
07/01/00 Reviewed  
07/01/01 Reviewed  
07/01/02 Reviewed  
07/01/03 Reviewed