

Policy Number: 02.064

Policy Title: If You Must Leave Us

Policy Type: Employee Handbook

Governing Body: Senior Leadership Team

Date of Current Revision or Creation: September 2014

If You Must Leave Us

Should you decide to leave the College, we ask that you provide your Supervisor with at least two (2) weeks advance notice of your departure. Only those employees who provide two (2) weeks' notice of their resignation will be paid for accrued but unused vacation time. Your thoughtfulness will be appreciated.

All College property including, but not limited to, keys, security cards, parking passes, laptop computers, electronic devices, cell phones, uniforms, etc. must be returned at separation. Employees also must return all of the College's Confidential Information upon separation. To the extent permitted by law, employees will be required to repay the College (through payroll deduction, if lawful) for any lost or damaged College property.

As noted previously, all employees are employed at-will and nothing in this handbook changes that status.