



# Leaving University Employment

Submit signed letter of resignation to supervisor at least two weeks in advance of your voluntary exit. Ensure letter specifies last day of work.■

Leaving employment is a Life Event that transitions to benefits-ineligibility.

## Benefits termination

If you are currently enrolled in medical, dental and/or vision plans, coverage ends on the last day of the month that follows—or coincides with—your final day of work. [Click here for benefits termination information](#)

## COBRA

COBRA administrator BenefitFocus will contact you regarding continuation shortly after your coverage end date.

## Vacation payout upon separation of employment

An employee will be paid for up to 10 days of unused, accrued vacation if the employee has been employed for at least 6 months. For more details please see our [click here for our vacation policy](#).

## Pre-tax Benefits and Portability

[Click here for portability of benefits information](#)

## Other considerations

- Plan for exit meeting with supervisor
  - [Supervisor Checklist](#)
- Contact [TIAA](#) regarding your Xavier retirement plan
- Submit future [address changes](#) to ensure timely receipt of W2s