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

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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