



## XAVIER UNIVERSITY Separation of Employment

**Effective:** January 1, 2026

**Last Updated:** November 10, 2025

**Last Review:** November 10, 2025

**Responsible University Office:** Human Resources

**Responsible Executive:** Vice President for Human Resources, CHRO

**Scope:** All University Employees

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### A. POLICY

Employees may voluntarily resign/retire in good standing by submitting a written letter of resignation/retirement to their supervisor at least two weeks in advance of the intended date of separation. The written letter of resignation/retirement shall be a signed, dated statement indicating the desire to resign/retire and the effective date of separation. To ensure a thorough transition, employees are required to work all scheduled hours during their full notice period, and the notice period may not include Paid Time Off or Holidays.

Once the supervisor accepts the letter of resignation/retirement, it may not be revoked without written permission from the supervisor.

### B. PROCEDURE

The terminating employee provides a written letter of resignation/retirement to their supervisor. If an employee declines to submit a formal letter of resignation, the supervisor may submit one to the Office of Human Resources, copying the employee on the notice to HR. A signed letter of resignation is not required for a resignation or retirement to become effective.

The supervisor advises the Office of Human Resources by submitting the employee's letter of resignation/retirement.

The Office of Human Resources will schedule a voluntary exit interview with the terminating employee (Staff) on or preceding their last day of work, with the exception of those employees who provide less than two weeks' notice or those who are involuntarily discharged by Xavier University.

Upon an employee's employment separation, the employee is entitled to pay for all hours actually worked and accrued and unused PTO up to a maximum of 10 days, as long as they worked the full notice period.

Upon retirement, hourly employees receive 10% of their accumulated sick leave balance.

Upon separation of employment, all employees shall return all Xavier University property (including keys, laptop, docking station, monitor(s), power cords, and purchasing cards) to Xavier University on or before the employee's last workday. Xavier reserves the right to withhold a paid time off (PTO) payout until such property has been returned and all accounts have been settled.

## **C. HISTORY**

The Separation of Employment policy was updated in December 2025.

## **D. POLICY REVIEW SCHEDULE**

Next Review: To be determined.

**Other applicable policies and/or resources:** n/a