

**TO BE RESCINDED**

**3359-20-03.4 Concluding university employment.**

(A) Retirement or resignation.

Any employee who proposes to retire or resign from the university of Akron should give notice early enough to avoid serious interruption to the university operation, the length of time necessarily varying from the circumstances of the employee's particular case but the minimum time should be four months before termination of employment.

(B) Clearance memorandum.

Before leaving the university through retirement or resignation, an employee must get a clearance memorandum from the department chair or dean. This memorandum is evidence that the employee has turned in all grades, accounted for departmental supplies and property, turned in keys, and satisfied all other obligations to the university. The clearance memorandum is given to the office of the associate vice president/controller and is that office's authorization to issue any final payment check due.

Effective: November 12, 2011

Certification: \_\_\_\_\_  
Ted A. Mallo  
Secretary  
Board of Trustees

Prom. Under: 111.15

Statutory Auth: Ch. 3359

Rule Amp: Ch. 3359

Prior effective dates: 11/27/89, 7/20/90, 5/22/91, 9/16/96, 10/14/01, 6/25/07