



# LONG ISLAND UNIVERSITY

## SEPARATION OF EMPLOYMENT POLICY

### PURPOSE

It is the policy of Long Island University to ensure that employee terminations, including voluntary and involuntary terminations and terminations due to the death of an employee, are handled in a professional manner with minimal disruption to the workplace.

### STATEMENT OF POLICY

Employees are requested to provide a minimum of two weeks' notice of their intention to separate employment. The employee should provide a written resignation notification to his or her manager.

Employees may separate via a voluntary or involuntary basis. A voluntary separation is generally a resignation from or abandonment of employment.

An involuntary termination of employment is a management-initiated dismissal. The Office of Human Resources must be notified prior to any action. Additionally, notification of last day worked is required in order to process benefit notifications and final payroll.

A termination due to the death of an employee will be made effective as of the date of death.

Failure to notify the Office of Human Resources and Payroll puts the University at risk from both a compliance and financial standpoint. As such, managers will be held accountable for failure to notify the Office of Human Resources in a timely manner (e.g., within one business day) when an employee has separated. This includes temporary and student employees. Non-compliance by the supervisor may lead to discipline.

To the extent that any portions of this policy are inconsistent with an employee's collective bargaining agreement (CBA), the terms of the CBA shall govern.

### PROCEDURES

See *Separation of Employment Procedures*.

**POLICY TYPE: OPERATIONS**