

ADMINISTRATIVE POLICIES AND PROCEDURES

SUBJECT:	TERMINATION / LEAVE OF ABSENCE / LAYOFF & RETURN
NUMBER:	706
AUTHORIZING BODY:	PRESIDENT'S CABINET
RESPONSIBLE OFFICE:	UNIVERSITY HUMAN RESOURCES
DATE ISSUED:	FEBRUARY 1978
LAST UPDATE:	OCTOBER 2004

RATIONALE: To provide guidance to managers and supervisors regarding faculty, graduate assistant, or staff Termination, Leave of Absence, or layoff and return transactions.

POLICY: The Termination/Leave of Absence & Return/Layoff & Return form (Appendix A) is required when an employee will be changing from active employment status to inactive status (with or without pay); or when they return from inactive status to active status.

SCOPE AND APPLICABILITY:

DEFINITIONS:

Termination: A faculty, graduate assistant or staff member is considered terminated when he is separated from the university on a permanent basis through discharge, end of contract, retirement, voluntary quit, severance agreement or death.

Leave of Absence: A faculty or staff members is considered to be on a Leave of Absence when he is separated from the university on a non-permanent basis either through a Family Medical Leave Act, personal, workers' compensation, military, sabbatical, administrative, sick or research leave.

Last Day Worked: The last day the employee was physically working for the university.

Last Day of Contract: For faculty and graduate assistants terminating at the end of a contract



period, the Last Day Worked will be the last day of the contract period specified in their letter of offer.

PROCEDURES:

The employee's home department is to complete the Termination/Leave of Absence & Return/Layoff and Return form upon notification from the employee of their pending leave or return from leave, or, in the case of illness or death, notification from an appropriate source such as next of kin or physician.

The following information is to be completed on the form:

- ID Number (G Number)
- Name
- Date the form is prepared
- Position Title
- Unit Name
- Unit Organization Number
- Position Number
- Payroll Type

For a Termination, the following information is required:

- Reason for Termination
- Last Day Worked
- Recommended rehire
- Remarks, if necessary

For a Leave of Absence or Return from Leave

- Start date of the leave
- End Date (completed when form is being prepared to return an employee from a leave)
- Return to work date (completed when form is being prepared to return an employee from a leave)

- Reason for the leave
- Remarks, if necessary
- Vacation payment authorization

For a Layoff or Return from Layoff

- Start date
- Return to work date
- Remarks, if necessary
- Vacation payment authorization

Approvals: The requesting department is responsible for initiating the form and obtaining approvals as required:

- Department Administrator or Head
- Administrative Head/Dean
- Authorized representative from the Office of Research if change impacts a grant fund
- Authorized representative from the Office of Graduate Study and Lifelong Learning for Graduate Assistant Forms
- Divisional Vice President or Designee

The following offices will finalize the processing of the form and maintain the official personnel copy:

- University Human Resources: All staff employees
- Office of Faculty Human Resources: Faculty
- Office of Graduate Study: Graduate Assistants

Forms Deadline: For employees paid on hourly payroll, forms are due in University Human Resources no later than the Thursday preceding the submission of payroll time sheets by the department.

For employees paid on salary payroll, forms are due no later than the 10th of the month in the University Human Resources office (staff), the Faculty Human Resources office (faculty), or the Office of Graduate Study (graduate assistants). Certain months have revised deadlines due to

holiday or campus closings. Please consult the payroll deadlines issued by the Payroll Department for these deadlines.

RELATED POLICIES AND FORMS:

APPENDIX:

[Appendix A](#)