Voluntarily Leaving Employment Policy

Policy Number	300.37.02	**Custodian**	Human Resources
Approved Date	10/20/2020		
Effective Date	10/20/2020	**Review Date**	January 2025
References:			

1. Purpose

Provide general guidelines to employees considering leaving White Earth Tribal and Community College (WETCC) employment.

2. Persons Affected

2.1. Staff
2.2. Faculty

3. Policy

This policy is to ensure the following:

3.1. Employee notification is required for proper resignation or retirement. Employees who do not make proper notification will be deemed to have 'quit' their employment.

3.2. An employee who does not report to work or contact their immediate supervisor for 3 consecutively scheduled workdays will be deemed to have voluntarily quit.

4. Definitions

4.1. Resignation. Formal statement indicating the intention of the employee to leave their employment at WETCC as of a specified upcoming date no less than two (2) weeks in advance.

4.2. Retirement. Action or fact of leaving one's job and ceasing to work.

4.3. Quit. Employees who voluntarily leave WETCC employment without a 2- week notice.

5. Procedures

5.1. An employee who plans to resign or retire is asked to give at least a 2-weeks written notice to their supervisor to allow for proper planning and staffing within the department.

5.2. The supervisor is responsible for promptly notifying the Human Resources (HR) Department and providing copies of the written notification for the personnel file.

5.3. The HR Department is responsible for processing paperwork to ensure the employees' final check is prepared in accordance with the approved policies and continuation options for benefits are explained to the departing employee.

Revision History

Rev. Date	Rev. No.	Revision
01/03/2025	2.	Housekeeping; New Format; Custodian Change
10/20/2020	1.	Original