



Policy and Procedures Manual
Application: All Full-Time Personnel
Section A5.9.6 Termination

A 5.9.6 Termination

Although both the separating employee and East Central University may terminate employment at-will, the University requests an employee give at least a ten work-day notice.

The letter of resignation will be submitted to the division or department supervisor, who will then submit it to the Employment Services Office and/or the President. The salary of an employee whose services are terminated before the end of the month will be prorated on the basis of work days during the month of termination. The employee must complete the exit process.