

Resignation or Retirement

Employees – Exempt Employee Code

CWU Policy 305-18

Effective: September 5, 2012

Policy Review Date: YEAR

Policy Executive: Senior Vice President – Finance and Administration

Responsible Office/Unit: Human Resources

Policy Statement:

Applicability:

Content:

Policy

Appendix A – Resignation or Retirement Procedure

- (1) An exempt employee should provide written notice of a resignation or retirement.

- (2) The university may schedule the use of all or part of a resigning employee's accrued annual leave before the effective date of separation. This section does not apply to an employee retiring from service at the university in accordance with the provisions of a Washington State retirement system and CWU retirement rules who will be paid for unused annual leave in accordance with CWU 305-25 (Annual Leave).

History:

EEAGB: 4/7/08; BOT: 6/6/08; BOT: 2/09; BOT: 6/09: Responsibility: CFO/BFA; Authority: President's Office; Reviewed/Endorsed Cabinet/PAC; Review/Effective Date: 9-5-12; Approved by: James L. Gaudino, President Reformatted and Assigned new Policy Number - Previous Policy CWUP 6-40-040, June 2025 Attached Procedure CWUR 6-40-040 as Appendix A, June 2025

Appendix A - Resignation or Retirement Procedure

- (1) Employees should provide at least two weeks' notice in writing before the effective date of their resignation or retirement.