



UTAH VALLEY UNIVERSITY
Policies and Procedures

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|---------------------------|---|-----------------------|---------------|
| POLICY TITLE | Resignations for Non-Faculty Employees | Policy Number | 372 |
| Section | Human Resources | Approval Date | June 18, 1992 |
| Subsections | Disciplinary Sanctions and Terminations | Effective Date | June 18, 1992 |
| Responsible Office | Office of the Vice President of Planning, Budget, and Human Resources | | |

1.0 PURPOSE

2.0 REFERENCES

3.0 DEFINITIONS

4.0 POLICY

4.1 An executive, administrative, or professional staff member who wishes to resign at any time during his or her employment is expected to provide advance notice of at least one calendar month. Classified staff members are expected to provide advance notice of at least 10 working days. Such notice should be in the form of a written notification for the employee's permanent personnel file.

5.0 PROCEDURES

| POLICY HISTORY | | |
|-----------------------|--------------|--------------------|
| Date of Last Action | Action Taken | Authorizing Entity |
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