

Separation Checklist

- Submit resignation to unit head/supervisor at least two weeks prior to the last day of work.
- During the last two weeks of work, contact Human Resources at 206-6652 to schedule an exit interview. Employment Services and Benefits will coordinate an appointment for you to discuss resignation processes, benefits options, and COBRA.
- Human Resources will communicate with your department to end your job(s) and to receive verification of any remaining leave balances.
- Remaining vacation, compensatory time, and compensable sick leave balances may be paid out at separation. A calculation of these balances for payout will be provided to you during the exit interview.
- Prior to your last day of work, return all university equipment (i.e. laptop, cell phone, PDA) to your ***department equipment manager***.
- After the exit interview, follow the clearance process to return library and media services resources, keys, P-card, i-Card, and submit final grades, if applicable.
- Additional points to consider and policies related to separating from the University may be found in NESSIE under "Life Events" and "Leaving the University".

The Office of Human Resources is available to respond to any questions you may have about the separations process.

Civil Service	Joy Thibadeau	217-206-7015
Academic Professional	Melanie Trimm	217-206-7078
Benefits	Bob Lael	217-206-7142