



UNIVERSITY
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SYSTEM

David McClain
President

May 13, 2010

ADMINISTRATIVE PROCEDURE MEMORANDUM NO. 10-05

TO: University Administrators and Chancellors

FROM: M.R.C. Greenwood
President *M.R.C. Greenwood*

SUBJECT: REVISED ADMINISTRATIVE PROCEDURE A9.820 – PROCEDURES FOR ACCEPTING RESIGNATION OR RETIREMENT

Transmitted herewith is the revised Administrative Procedure A9.820 – Procedures for Accepting Resignation or Retirement. The purpose of this procedure is to provide a uniform method of processing resignations and retirements for University of Hawai'i employees appointed by the Board of Regents. The administrative procedure was updated to provide a uniform method of processing resignations and retirements for University of Hawai'i employees appointed by the Board of Regents. The procedures were expanded to include notice of resignation, acceptance of resignation, resignation submitted during an investigation or following a notice of discharge, notice of and filing for retirement, as well as return service obligations.

Please call the Office of Human Resources at 956-8643 should you have any questions on this procedure.

Attachment

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