


SEPARATION FROM SERVICE

A9.820 DELEGATION OF AUTHORITY TO ACCEPT VOLUNTARY TERMINATION

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1. Purpose. To provide a method of processing voluntary terminations.
 2. Objective. To prescribe procedures and responsibilities for accepting voluntary terminations of personnel appointed under the authority of the Board of Regents.
 3. Delegation of Authority. The Board of Regents on May 12, 1977, delegated to the President or designee the authority to accept voluntary terminations from the University for resignation or retirement.
 4. Applicability/Responsibility. This instruction applies to those delegated the authority to accept voluntary terminations. College Deans, Research Institute Directors, Provosts and equivalent officials are authorized to accept a voluntary termination from the University service for reasons of resignation or retirement provided the employee has no unfulfilled services obligation.
 5. Procedures.
 - a. Officials who are authorized to accept voluntary terminations are required to first determine that the employee has no unfulfilled return service obligation following a sabbatical leave or paid professional improvement leave. Should there be such an obligation outstanding, the employee requesting termination must be advised of the consequences of such termination, i.e., repayment of salary received during the sabbatical or paid professional improvement leave. If the employee still desires termination, the case is to be referred to the University Director of Personnel for collection action.
 - b. Voluntary terminations require a letter of resignation from the employee or certification that the employee has terminated. The acceptance of the voluntary termination is to be indicated by signature on the

SF-5B by the official authorized to accept the voluntary termination.

- c. The University Director of Personnel will report the voluntary terminations to the President for forwarding to the Board of Regents for their information.