



## I. 4.5.6 Ending Employment

Chapter 4 - General Personnel	Original Effective Date: November 2000
Section: 4.5 Employment Administration	Date Last Reviewed: October 2001
Responsible Entity: Senior Vice President and Chief Human Resources Officer	Date Last Revised: October 2001

### II. Purpose

To establish the process that is to be followed to end an individual's employment with UT Health San Antonio.

### III. Scope

This policy applies to all faculty, administrative and professional (A&P), and classified employees of UT Health San Antonio.

### IV. Policy

#### A. General Policy

Employment with the UT Health San Antonio (UTHSA) ends with:

1. The decision of the employee to resign; or,
2. The decision of UTHSA in compliance with applicable laws and policies to terminate the employment of an individual either through dismissal or reduction in force.

Additional information regarding termination of faculty is found in Chapter 3.

#### B. Resignation

An employee may resign in good standing by submitting reasons for leaving in writing to his/her administrative official at least two (2) calendar weeks prior to the effective date of resignation.

#### C. Separation Form

At the time the written resignation is received or the termination process is initiated, the department enters the termination transaction in the employee's job record in the PeopleSoft system and prepares The University of Texas System Employees Separation

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Form that is submitted to Human Resources. If possible, the latter form should be completed when the terminating employee is present. If an employee has left without giving notice, the separation form will have to be completed in its entirety by the supervisor, with a notation in the employee's statement section that the employee left without completing the form.

#### D. Exit Clearance Procedures

Upon termination, leave of absence, or transfer of an employee, the department must initiate the Exit/Clearance Form. Employees are required to complete all necessary clearance procedures, which include the return of all keys, identification cards, uniforms, and other UTHSA property and materials, on the last actual day of work. Failure to properly obtain clearance may delay the distribution of the final paycheck and other sums of money to which the former employee is entitled.

### V. Definitions

*There are no defined terms used in this Policy.*

### VI. Related References

*There are no related documents associated with this Policy.*

### VII. Review and Approval History

The approving authority of this policy is the University Executive Committee.

Effective Date	Action Taken	Approved By	Approved Date
11/2000	Policy Origination		
10/2001	Policy Revision		