

Roger Williams University and Roger Williams University School of Law

Resignation of Employment Policy

Purpose: To establish guidelines for employees notifying the University of their intent to terminate their employment.

Scope: All employees

Policy: An employee planning to leave the University shall give written notice to their manager and the Office of Human Resources. With the exception of the probationary period, notice is generally equal to ten (10) work days for hourly employees and thirty (30) days for professionals.

The manager may at his/her discretion relieve the employee of any duties during all or part of the notice period. If the manager determines that it is in the best interest of the University, the employee may be asked to leave immediately. When the notice is waived, generally, the employee will receive pay in lieu of notice for up to two (2) weeks at the employee's base rate of pay.

The last day worked is the