

### **3359-26-05 Separation from the university.**

(A) Service with the university of Akron may be interrupted and/or terminated as a result of:

- (1) Resignation;
- (2) Retirement;
- (3) Discharge for cause;
- (4) Layoff or a reduction in force;
- (5) Failure to report for work or failure to report off work for a three-day period; or
- (6) Non-renewal.

(B) Resignation.

In the event of a resignation, an employee should provide written notice to the immediate supervisor and to human resources at least two weeks in advance of the last working day at the university.

Once a resignation has been submitted and accepted by the employee's immediate supervisor, it may not be withdrawn by the employee without the specific approval of the immediate supervisor and the chief human resources officer.

(C) "Clearance Process."

- (1) A "clearance process" must be completed by all employees exiting the university and may be required for interdepartmental transfers. The process ensures all outstanding obligations to the university are satisfied by the existing employee prior to separation and releases any payroll due to separating employees.
- (2) An anonymous exit survey is provided as part of the clearance process to all exiting employees. Employees should contact human resources to request an in person exit interview.

(D) Establishing last day worked.

A terminating employee's "last day worked" shall be the actual day on which the employee last performed assigned duties. The last day worked cannot be extended by use of accrued vacation, compensatory time or sick leave unless such sick leave has been certified by a physician. In the case of a retirement only, with the approval of the supervisor, accrued vacation or compensatory time may be used to extend the last day worked.

(E) Retirement.

- (1) Assistance with retirement processing for all employees considering retirement from school employees retirement system "SERS," public employees retirement system "PERS," state teachers retirement system "STRS," or an approved alternative

retirement system "ARP" is coordinated by benefits administration. Initial contact with the office of human resources should occur no less than three months prior to the anticipated effective date of retirement.

(2) Payment of sick leave at the time of retirement.

(a) At the time of retirement from the university of Akron, an employee with ten or more years of service with the state of Ohio shall be compensated in an amount not to exceed one-fourth the value of accrued but unused sick leave credit based upon the employee's rate of compensation at the time of retirement. The maximum payment shall be two hundred forty hours.

(b) The payment of sick leave under this policy cancels the balance of sick leave accrued by the employee at the time of retirement. Payment will be made only once to any employee.

(F) Other separations.

(1) For other circumstances which result in an employee leaving the university - medical disability, involuntary termination, etc., - specific university rules, policies and/or procedures apply. Among these are Ohio civil service laws, local collective bargaining agreements, bureau of worker's compensation regulations, and selected university rules and policies.

(2) Retirement contribution refund.

If an employee leaves the university prior to retirement and wishes a refund of SERS, STRS or PERS contributions, the employee should contact SERS, STRS or PERS directly for information.

(G) Unemployment.

Employees who do not work during break periods or between terms and have reasonable assurance of work when the break period between terms ends or the next term begins are not covered under the Ohio unemployment compensation laws and are ineligible for unemployment compensation benefits.

(H) Payment of compensatory time and unused vacation accrual at the time of separation:

(1) A non-exempt (hourly) employee will receive payment for all accumulated compensatory time at the hourly rate of pay in effect at the time of separation.

(2) Payment for accrued and unused vacation leave shall be made only upon separation of service from the university of Akron. Such payment shall be made in a lump sum based on the rate of compensation in effect at the time of separation for any accrued but unused vacation leave, subject to the following maximums:

(a) Exempt employees, eligible for vacation accrual shall be compensated in the amounts provided for in rule 3359-11-03 of the Administrative Code.

(b) Non-exempt (hourly) employees eligible for vacation accrual shall be compensated for a maximum of that earned in three years of service.

Effective: 05/07/2022

Certification:

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M. Celeste Cook  
Secretary  
Board of Trustees

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