



# MOLLOY UNIVERSITY

Policy # HR.413  
Termination of Employment  
Responsible VP: VP for Finance,  
Treasurer  
Responsible Office: Human  
Resources  
Approved By: Cabinet  
Approved: 07/01/2022  
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## **TERMINATION OF EMPLOYMENT**

All employees of the University are employed "at-will". Employment may be terminated at any time, with or without notice or cause, by the employee or the University.

An employee desiring to resign from their position must give written notice at least two weeks prior to the final work date. Unused vacation, days and/or compensatory time will not satisfy the notice requirement. Pay for accrued vacation will only be granted to terminating employees who give this proper advance notice.

### **Termination Notice**

The University is committed to providing employees with notice of termination of employment for any reason other than termination for cause. Notification will be given at least four weeks before termination of employment. The University may or may not require that the employee come to work during this notice period.

### **Severance Policy**

With the signing of applicable Waiver and Release documents, employees with notification of termination of employment for any reason other than termination for cause are eligible for severance benefits at the expiration of their notice pay. These benefits will be equal to two weeks' salary for each year of continuous employment with the University to a maximum of 20 weeks salary.

### **Resignation**

An employee who resigns their position with the University should provide a signed and dated resignation letter which states the last workday for the employee. Employees must return all University keys, Molloy identification and equipment before they are issued a final paycheck.

### **Exit Interview**

Separating employees should schedule an appointment with the Human Resources Office for an exit interview. Any University issued property, keys, and ID cards that have not been returned to the employee's department should be returned at the exit interview. If the items are not returned, the cost of these items will be deducted from the employee's final paycheck.