



# Brandeis University

## **Resignation of Employment**

### **Policy Statement**

An employee who decides to resign from his or her position at the University is expected to provide advance written notice to his or her immediate supervisor. It is customary for an employee to provide a minimum of two weeks' notice.

### **Guidelines:**

A letter of resignation should be submitted to the immediate supervisor with a copy to the Office of Human Resources, as soon as possible after the decision is made. Staff members who resign are paid through the last day of work and will receive an additional payment for accrued, unused vacation up to the allowable maximum.

*This policy is for general guidance only. It does not create an employment contract or any right to continued employment at Brandeis University. Brandeis University reserves the right to modify, revoke, suspend, terminate and/or change any and all policies and procedures at any time, with or without notice.*

*Office of Human Resources  
01/2018*