

North Dakota State University

Policy Manual

SECTION 181 RESIGNATION

SOURCE: SBHE Human Resource Policy Manual

1. In case of resignation, a regular employee is requested to give two weeks written notice to the department head. A copy of the notice shall be sent to the Office of Human Resources/Payroll. An Employee Separation Checklist ([Separation Information - Human Resources/Payroll \(NDSU\)](#)) is available for use by supervisors to assist with the process. Vacation and or Sick Leave time may not be used as notice of separation of employment; an employee is required to be present at work on their final day of employment unless the absence is approved by the department head, after consultation with the Director of Human Resources/Payroll. One week's notice is requested for temporary and probationary employees (see Section 222). The period of notice may be reduced or waived upon recommendation of the department head. Individuals resigning should report to the Office of Human Resources/Payroll for final processing.
2. Job abandonment is considered a resignation. Job abandonment occurs when an employee has not contacted the institution and has not reported to their scheduled work shift for three consecutive days without approval. The institution shall notify the employee, in writing by certified mail, that the employee's failure to report to work or to contact the employer constitutes job abandonment and is effective the last day worked. Written notice shall include notice of the right to appeal and a copy of Section 231 Appeal Procedure for Disciplinary and Reduction In Force Actions.

HISTORY:

New	July 1990
Amended	April 1992
Amended	July 1997
Amended	February 2006
Amended	January 26, 2015