

3358:11-5-11 Resignation policy.

- (A) Salaried full-time employees. If an employee wishes to resign during the term of a contract, a mutual agreement should be reached between the employee and the college.
- (B) Hourly employees. An hourly employee who wishes to resign should submit their resignation in writing and should allow for a two-week notice.
- (C) Retirement (all employees). If an employee plans on retiring, they should submit their resignation as soon as possible. Employees may reference rule 3358:11-5-32 of the Administrative Code (retirement plans policy).
- (D) Use of accrued vacation. Vacation leave that is accrued but unused on the effective date of resignation or for a retirement directly into the state teachers retirement system of Ohio or the school employees retirement system of Ohio or an alternative retirement plan will be paid to the employee in a lump sum. Such payment shall be based on the employee's rate of pay at the time of resignation or retirement and shall be considered to eliminate all vacation leave that has been accrued by the employee at that time.

Effective date: 12/23/2016

Patricia M. Jezak

Certification

12/13/2016

Date

Promulgated under:	111.15
Statutory authority:	3358.08
Rule amplifies:	3358.08
Prior effective dates:	3/7/2002, 12/31/02, 4/27/2004, 12/23/2012