

Notice Period for Professional Staff

From the Board Of Trustees Policies, Article XI, Title D, Section 5 (f):

Notice:

Employees who intend to leave the employ of the University shall give thirty (30) days notice to the chief administrative officer or the chief administrative officer's representative. In the event that an employee fails to provide the full thirty (30) days notice, it shall be within the discretion of the chief administrative office or the chief administrative officer's representative to withhold from such employee's final check an amount equal to the employee's daily rate of pay for each day less than the required thirty (30) days. Such action shall not constitute discipline.