



Applies to: Staff

Responsible Office

Office of Human Resources

POLICY

Issued: 04/27/2005
Revised: 03/18/2022 (minor revision)

University staff may resign their employment at any time, and when doing so, are expected to provide a minimum of two weeks’ **notice of resignation**, which includes the last day of employment. Staff who plan to leave their current position to transfer to another position within the university are also expected to provide two weeks’ notice.

Purpose of the Policy

To establish requirements for staff who end their employment with the university or who plan to leave their current university position to transfer to another position within the university.

Definitions

Term	Definition
Notice of Resignation (Notice)	Written communication by staff advising their unit of their intent to end their university employment or transfer to another university position.
Unit	College or administrative unit.

Policy Details

- I. Notice
 - A. The university expects staff members who plan to resign to submit a two week notice of their resignation to the **unit**. Longer notice periods may be appropriate for key positions, and alternative notice arrangements may be negotiated with the staff member at the unit’s discretion. (See [Staff Recruitment and Selection 4.10 policy](#).)
 - B. Staff are expected to report to work until the effective date of their resignation, unless an alternative arrangement has been made. Staff requests to use vacation or compensatory time prior to the effective date of their resignation are subject to unit approval.
- II. Rescinding a Resignation
 - A. Classified Civil Service staff may rescind a resignation through the effective date of the resignation.
 - B. Unclassified staff may submit a request to rescind their resignation through the effective date of the resignation. Acceptance of their request to rescind their resignation is at the unit’s discretion.
- III. Returning University Property
 - A. Staff must return all university property on or before the effective date of their resignation, at a date, time, and location determined by the unit.



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PROCEDURE

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- I. Providing Notice
A. Staff ending university employment should provide at least two weeks' notice of their resignation via Workday.
B. Staff transferring to another university unit should provide at least two weeks' notice of their resignation to their supervisor.
C. Staff holding multiple university positions should provide at least two weeks' notice of their resignation to their supervisor for each position from which they are resigning.
D. Staff who are unable to provide two weeks' notice should consult with their supervisor and/or their Human Resources Business Partner.
II. Reporting to Work
A. Unless the unit approves a reporting alternative, a staff member who submits notice of resignation must report to work through and including the effective date of their resignation.
III. Rescinding a Resignation
A. Classified Civil Service staff may rescind their resignation in writing through and including the effective date of their resignation.
B. Unclassified staff may submit a written request to rescind their resignation.
IV. Returning University Property
A. Staff who resign from university employment must, on or before the effective date of their resignation, return all university property.
B. University property includes, but is not limited to:
1. Keys and any other access control devices to buildings, rooms, vehicles, etc.;
2. Buck ID and any other university-issued ID badges; and
3. Laptops and other electronic equipment.

Responsibilities

Table with 2 columns: Position or Office, Responsibilities. Rows include Employee and Labor Relations, Staff, and Unit.



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Governance Documents

Staff Recruitment and Selection 4.10 policy, hr.osu.edu/public/documents/policy/policy410.pdf

Additional Guidance

Leaving University Employment, hr.osu.edu/life-events/leaving-ohio-state

Contacts

Subject	Office	Telephone	E-mail/URL
Policy Questions	HR Connection	614-247-myHR (6947)	HRConnection@osu.edu

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