

#### **D.10.2.4 (Procedure) Resignation from Alamo Colleges Employment**

Responsible Department: Human Resources

Based on Board Policy: [D.10.2](#) - Separation from Employment

Approved: 4-28-09

Last Amended: 1-19-16

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A non-contract employee may resign from employment at any time. An employee who is absent for two consecutive work days without notifying his/her supervisor may be considered as having voluntarily resigned.

Resignations of employment by contract and non-contract employees shall be evidenced by a written letter of resignation. Notice of resignation must be provided except in instances where the employee has been on FMLA or Extended Medical Leave or is unable to work. Employees who voluntarily resign from Alamo Colleges employment are required to provide as much notice to their supervisor as possible but not less than two weeks for non-contract employees, and four weeks for contract employees. Faculty members are required to provide at least four-weeks of notice and to coordinate their separation date with the end of a semester.

An employee who fails to provide required notice will be classified ineligible for rehire by any department within the Alamo Colleges and payout of any accrued, unused, vacation benefits will be forfeited.

##### Authority

The Chancellor, Vice Chancellors, and College Presidents, shall accept resignations from employment by responding to the employee in writing that the resignation is accepted. Acceptance should occur as soon as notice is received by letter, EPAF or other correspondence.

Once a resignation is accepted in writing, the employee may not rescind the resignation except as coordinated by the Human Resources Department by written mutual agreement between the employee and the College District.

##### Notification

The employee's immediate supervisor is responsible for initiating the termination EPAF within three days of receipt of the employee's Notice. The Chancellor, Vice Chancellors, and College Presidents shall forward their acceptance of a resignation to the Human Resources Department within three business days.

##### Return of Property

All property issued to the employee during the course of employment must be returned to the immediate supervisor at the time of separation, including all equipment, books and tools. The supervisor will immediately notify Payroll of any property not returned. The value of any unreturned items will be deducted from the final paycheck.

ID badges and keys must be returned to the immediate supervisor at the time of separation. A rekeying charge may be deducted from the final paycheck if a key or ID badge is not returned at the time of separation.