

## 7. LEAVING THE SYSTEM

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### 7.1 **RETIREMENT**

Employment with the UA System Office will end when an employee retires from service. Applications for retirement should be submitted to the UA System HR Department no less than thirty (30) days or no more than ninety (90) days prior to the effective retirement date.

Employees with a balance of annual leave or comp time may choose to use their available leave balance prior to their retirement date, subject to the approval of their supervisor; however, sick leave may only be used as defined under the “Use of Sick Leave” provision in this handbook. It is the responsibility of the employee to provide their supervisor with reasonable notice of their intended retirement date, as well as request any time off to be used in advance of that date. Annual leave, comp time, and sick leave remaining at the date of retirement will be paid out according to UA System Office policy.

Refer to section 6.2 in this handbook, UA System Office Property, regarding guidelines for returning property of the UA System Office upon separation from service.

### 7.2 **RESIGNATION**

Should an employee resign from the System Office, it is expected that exempt employees give at least a thirty (30) day notice and non-exempt employees give at least a two (2) week notice of actual working time prior to departure. Neither annual leave nor comp time should be taken during the last pay period after a notice of resignation has been given.

A notice of resignation may be given in writing or verbally. Supervisors should acknowledge in writing an employee’s resignation, even if the resignation is for a date in the future.

Management reserves the right to release an employee at the time of their voluntary resignation and/or pay them in lieu of notice.

Refer to section 6.2 of this handbook, UA System Office Property, regarding guidelines for returning property of the UA System Office upon separation from service.

### 7.3 **CONTINUATION OF BENEFITS**

Eligibility for certain employee benefits ceases upon the effective separation date, with some exceptions for retirees. All employees who leave the UA System Office should consult the UA System HR Department for information about continuation of benefits.

Refer to our [website](#) for the complete medical coverage options upon termination from employment.

### 7.4 **EXIT INTERVIEW**

The UA System Office strives to be a great place to work and encourages constructive feedback from our valued employees. Employees departing the UA System Office are encouraged to participate in an exit interview by scheduling a meeting with a member of the UA System HR Department.