If an employee decides to leave the employ of Biola University, he/she should complete a Resignation Notice form, present a copy of the form to his/her supervisor, and return the original to Human Resources. If desired, the employee may also write and present a personal letter of resignation to his/her supervisor. If the employee wants this letter added to his/her personnel file, attach a copy to the completed Resignation Notice.

It is helpful for Human Resources to receive the resignation form two weeks before the employee’s last day of work so that the associated administrative processes in the Human Resources and Payroll departments can be completed in an orderly fashion.

The official date of termination of employment is the last day worked or, for employees under contract, the last day of the contract. All employment benefits end on the date of termination, with the exception of medical insurance coverage, which will continue through the end of the month in which employment terminates and will then cease. If the employee signs up for continuation of medical or medical and dental insurance under the COBRA provisions (see section 5.21), coverage will continue in accord with COBRA. Employees on maternity or other medical leaves of absence who plan to terminate employment will continue to retain employee status and benefits throughout the medically-necessary leave of absence, in accord with the provisions of the leave of absence policy (see section 2.6).

The departing employee should contact Human Resources to schedule an exit interview. These interviews routinely take from 30 minutes to 1 hour and should be conducted prior to the employee’s last day, when the day’s schedule can be hectic.

Employees should complete and submit his/her final time card or paid leave record one week in advance of his/her last day (anticipating the hours that will be worked up to and including that last day and paid leave usage) so that Human Resources can work with Payroll to have the employee’s final paycheck ready for pickup in Human Resources along with COBRA and EDD information, after 3:00 p.m. on that last day. Such final checks are not direct deposited, even if the employee has been on direct deposit, nor are they mailed.

For all employees terminating employment (01 and 02), any accrued but not yet taken vacation will be paid. This money will be included in the person’s final paycheck.

Also, any Biola keys that an employee has should be handled in accordance with section 6.33, Administration of Keys.