

TERMINATION AND RESIGNATION POLICY

Procedure #	AD-107-P3	Revision #	02
Accessibility level	A	Effective date	Jan 20, 2021

EMPLOYEES CLEARANCE PROCEDURE

The following guidelines are aimed to safeguard the rights of employees as well as the interests of FBSU. Although employees are required to announce their resignation one month in advance, the University may, under certain circumstances, accelerate the resignation process and make it effective immediately or on any other date.

1. Staff member wishing to resign from the University must:
 - A) Produce a written, and signed, notice to his/her supervisor of his/her intention to resign.
 - B) Submit resignation letter to his/her department head a minimum of one month in advance of the intended leave date to avoid being considered and treated as a deserter.
2. The department head may accept or reject the employee's resignation. In case the resignation was accepted:
 - A) Department head signs the resignation letter
 - B) Resigning employee takes the signed letter to the HR department for processing.
 - C) If resignation is approved:
 - Finance Department is notified.
 - Payroll Dept is notified to cease the employee's salary/severance pay till all procedures are completed.
 - The IT center is notified to cease access the employee's access to IT resources.
 - Employee is notified to stop by the HR department to receive the clearance form and start the clearance process.
3. Employee shall start the clearance by obtaining the needed signatures of various departments to ensure:
 - A) all university services are properly terminated;
 - B) all items in employee's possession or under his/her control are accounted for and properly returned to the university (books, remote controls, keys, access cards, etc);
 - C) all fixed assets that employee had access are accounted for; and
 - D) all access to university facilities is properly terminated.
4. Upon signing the clearance form, the concerned department must cease all its services to the resigning employee.
 - A) He/she will no longer be able to check out or keep any books;
 - B) Access to university email and computer accounts will be terminated; and
 - C) Access to the office will no longer be possible:
 - Before receiving the resigning employee's office keys, the Facilities Unit, with the proper help from the Fixed Assets Department, must ensure that all fixed assets are accounted for and are in proper working order.
 - In case of having an officemate, the officemate shall be responsible for the contents of the office once the clearance form has been signed.

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5. Once completed, the clearance form must be returned to the HR department for final processing.

Related Documents

1. Employee Clearance Form (AD-103-F6)