



POLICY TITLE	Resignations for Non-faculty Employees	Policy Number	372
Section	People and Culture	Approval Date	June 18, 1992
Subsection	Disciplinary Sanctions and Terminations	Effective Date	June 18, 1992
Responsible Office	Office of the Vice President of People and Culture		

1.0 PURPOSE

1.1

2.0 REFERENCES

2.1

3.0 DEFINITIONS

3.1

4.0 POLICY

4.1 An executive, administrative, or professional staff member who wishes to resign at any time during their employment is expected to provide advance notice of at least one calendar month. Classified staff members are expected to provide advance notice of at least 10 working days. Such notice should be in the form of a written notification for the employee's permanent personnel file.

5.0 PROCEDURES

5.1

POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity
June 18, 1992	Approved	Board of Trustees
January 30, 2024	Non-substantive change to remove "his/her"	UVU Policy Office