

TERMINATION OF EMPLOYMENT

Employees desiring to terminate their employment relationship with Langston University are urged to notify the University at least two weeks in advance of their intended termination. Such notice should preferably be given in writing to your supervisor and department head. Proper notice generally allows Langston University sufficient time to calculate all accrued overtime (if applicable) as well as other monies to which you may be entitled and to include such monies in your final paycheck. Without proper notice, however you may have to wait until after the end of the next normal pay period to receive such payments.

Faculty members must give notice of termination of employment 45 days prior to the end of the semester.

Employees who plan to retire are urged to provide Langston University with a minimum of two months' notice. This will allow ample time for the processing of appropriate retirement forms to ensure that retirement benefits to which an employee may be entitled to commence in a timely manner.

As mentioned elsewhere in this Policy manual, all employment relationships with Langston University are on an at-will basis. Thus, although Langston University hopes that our relationships with employees are long-term and mutually rewarding, the University reserves the right to terminate the employment relationship at any time.

Upon leaving employment with the University, each person must process a "clearance form". This form, upon completion, should be given to the Director of Human Resources for final certification of clearance.