



Title of Policy: Separation of Employment
Policy No. 1.7003
Type of Policy: Administrative
Effective Date: October 1, 2020
Last Revised: New

Policy Owner: Florida Memorial University
Policy Contact: Office of Human Resources

I. Reason for Policy

The purpose of the Separation of Employment Policy is to administer a uniform process during employee separations.

II. Policy Statement

Employment with Florida Memorial University (FMU) is at-will. Separation from employment can be voluntary or involuntary. Employees with contractual agreements are subject to the provisions of the contract. The University reserves the right to terminate employees due to loss of funding, global crises, pandemics, reorganization, financial exigency, and outsourcing.

III. Scope

This Policy covers all University employees.

IV. Definitions

Term	Definition
Voluntary Separation	An action initiated by employee and includes, but is not limited to retirement, resignation, and job abandonment. Eligible employees who provide at least two (2) weeks' advance notice of their resignation will be paid for accrued but unused vacation only. A resignation may not be rescinded by the employee without concurrence of the University.
Involuntary Separation	Dismissal from employment initiated by the University with or without cause. Termination may be preceded by corrective action. Unsatisfactory performance or misconduct may warrant immediate dismissal. Advance notice from the University is not required.
Job Abandonment	Job Abandonment is considered a voluntary separation where an employee is absent without notice for three (3) or more consecutive workdays without authorization. Such action represents an abandonment of position, and this will be treated as a voluntary separation from the University.



V. Responsibilities

Management employees in conjunction with the Office of Human Resources are responsible for this Policy.

VI. Enforcement

It is the responsibility of the Office of Human Resources to oversee enforcement of this Policy. Any employee who violates this Policy will be subject to disciplinary action that may result in warning, probation, suspension or separation from the University. The University Policies and Procedures Library is updated regularly. In order to ensure a printed copy of this document is current, please access it online at <http://policies.fmuniv.edu>.

Approved:

Signature	Title	Date
		12/1/2020