

3359-26-05 Separation from the university.

(A) Service with the university of Akron may be interrupted and/or terminated as a result of:

- (1) Resignation.
- (2) Retirement.
- (3) Discharge for cause.
- (4) Layoff or a reduction in force for a period of more than twelve consecutive months.
- (5) Failure to respond to a return to work request within ten days, following layoff or at the expiration of an authorized period of leave.
- (6) Failure to report for work or failure to report off work for a three-day period.
- (7) Being on extended disability leave for a period of three years or longer.

(B) “Clearance Form.”

A “Clearance Form” must be completed by all employees who are exiting the university and may also be required for interdepartmental transfers. Payroll will not issue the final compensation check without a completed “Clearance Form.” “Clearance Forms” can be obtained from the human resources web page.

(C) Establishing last day worked.

A terminating employee’s “last day worked” shall be the actual day on which the employee last performed assigned duties. The last day worked cannot be extended by use of either accrued vacation or sick leave unless such sick leave has been certified by a physician.

(D) Resignation.

In the event of a resignation, an employee should:

- (1) Provide written notice to the immediate supervisor and to human resources at least two weeks in advance of the last working day at the university.
- (2) A "Clearance Form" must be completed by obtaining necessary signatures indicating that all assigned university property - keys, photo-identification card, etc., have been returned and other obligations to the university have been satisfied.

(E) Retirement.

Assistance with retirement processing for staff members considering retirement from school employees retirement system "SERS" or public employees retirement system PERS(LE) is coordinated by benefits administration. Initial contact with that office should occur no less than three months prior to the anticipated effective date of retirement. Assistance is available to coordinate regular and disability retirements, service credit purchase and/or reinstatement of canceled credit.

- (1) Payment of sick leave at the time of retirement.
 - (a) At the time of retirement from the university of Akron, an employee with ten or more years service with the state of Ohio shall be compensated in an amount not to exceed one-fourth the value of accrued but unused sick leave credit based upon the employee's rate of compensation at the time of retirement. The maximum payment for any non-exempt employee shall be two hundred forty hours, and for any exempt employee shall be thirty days.
 - (b) The payment of sick leave under this policy cancels the entire sick leave credit accrued by the employee at the time of retirement, and payment will be made only once to any employee.
- (2) Retirement contribution refund.
 - (a) If an employee leaves the university prior to retirement and wishes a refund of SERS or PERS(LE) contributions, the

employee should contact SERS OR PERS(LE) or benefits administration at the university for information and forms.

- (b) Contact benefits administration to schedule an exit interview to obtain information concerning insurance, retirement, vacation, completion of the "Clearance Form," etc.

(F) Other separations.

For other circumstances which result in an employee leaving the university - medical disability, involuntary termination, etc., - specific policies and/or procedures apply. Among these are Ohio civil service laws, local collective bargaining agreements, bureau of worker's compensation regulations, and selected university policies.

(G) Unemployment.

Staff members who are temporarily unemployed during break periods and have assurance of work when the break period ends are not covered under the Ohio unemployment compensation laws and are ineligible for unemployment compensation benefits.

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Certification: _____
Ted A. Mallo
Secretary
Board of Trustees

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