

## Resignation Form for Voluntary Separations

(To be completed by employee, signed by supervisor, and forwarded to Director)

**Employee Name:**

**Date Submitted:**

**Employee Title:**

**Last Day Worked:**

**Region/County:**

I submit my resignation from my position with the University of Missouri Extension. I have read and understand the following:

- 1) For non-academic positions: Accrued unused vacation time will be transferred with me if I am transferring to another University of Missouri department with no break in service or, if not continuing employment with UM, will be paid lump sum and will not be considered as time worked for purposes of calculating overtime.

For academic positions: Accrued unused vacation time will be paid lump sum unless transferring to a non-academic position with another MU department.

For questions or clarification of MU policy regarding vacation payments, contact your Extension Human Resources office at 573-882-4721.

- 2) Unused compensatory time will be paid lump sum and will not be considered as time worked for purposes of calculating overtime.
- 3) Unused personal days and sick time are not compensable. The use of personal days and sick time between now and my last day worked must be approved by my supervisor, and may only be approved under extenuating circumstances. I understand that I may be requested to submit a doctor note for any sick days requested.
- 4) I will be removed from the payroll on the last day of actual work except in the case of retirement. Medical and dental benefit eligibility continues until the end of the month of termination. Questions regarding University benefits, COBRA, and retirement may be directed to 573-882-2146.
- 5) I must return to the University of Missouri those items listed by my supervisor, director, or designee such as University equipment, computer, email password, etc. Failure to return items may result in a delay of my last paycheck. See separation checklist for potential items to be returned.
- 6) I may be requested to complete an Exit Survey and/or Exit Interview with my supervisor, director, or human resources associate; If not contacted, I have the option to request an exit interview by contacting MU Extension Human Resources at 573-882-4721.
- 7) At least two (2) weeks notice is required when an employee wishes to resign his/her position in good standing, unless supervisor has agreed to a shorter period of notice.

**The main factor(s) which contributed to my decision to begin looking for employment elsewhere are:**

Employee Name:

[Empty rectangular box for Employee Name]

During my employment, the areas of work I enjoyed the most are, and/or in which I made the most accomplishment are:

The ultimate decision to resign and which will be coded in the University system as the reason for leaving is (check only one):

- TER/AAP Accepted Another Position: voluntary resignation by an employee to accept another position, not related to pay or related to moving/relocation.
- TER/AHS Accepted Higher Salary: voluntary resignation by an employee to accept a position that pays a higher salary.
- TER/MIL Military: voluntary resignation by an employee to pursue military duties.
- TER/PAY Pay: voluntary resignation by employee because he/she is dissatisfied with pay.
- TER/PER Personal: voluntary resignation by employee for reasons unrelated to working conditions.
- TER/QNN Quit Without Notice: to be used when employee resigns without required 2 week notice. NOTE: Do not use code if department agreed to a shorter period of notice.
- TER/REL Relation: voluntary resignation by an employee to relocate to another city, state, or country.
- TER/RET Return to school: voluntary resignation by employee to pursue his/her education.
- TER/WOR Dissatisfied with Working conditions: resigns because of dissatisfaction with some aspect of job (e.g. conflict with supervisor or coworkers, doesn't like type of work, hours, or schedule)
- TER/LAT Lateral: employee accepts a different position in the same title or pay range. Applies to benefit-eligible positions only.

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\_\_\_\_\_  
Signature of Resigning Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

Submit completed form to region/unit director and forward a copy to:  
University of Missouri Extension Human Resources  
205 Whitten Hall  
Columbia, MO 65211  
Or fax to: 573-882-2595