

# University of Arkansas at Pine Bluff

## Faculty/Staff Handbook

Policy: **RESIGNATION**

Policy #: **13.1**

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If an employee wants to terminate employment with UAPB, the employee should give at least two weeks advanced notice to the supervisor. If an employee voluntarily terminates employment with proper advance notice, and the employee's work record has been good, the employee may be considered for re-employment at a later date.

The employee must return to the supervisor any UAPB property, including but not limited to keys, cellular phones and computers or related equipment the employee has in his/her possession before any refunds are made or the final check is released.

Receipt of resignations shall be addressed in accordance with Board of Trustees Policy 405.3.

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**Resource(s):** Board Policy 405.3

**Approved by:**

**Approval date:**

**Custodian:** Human Resources