



EMPLOYEE EXIT POLICY

POLICY SUMMARY

Policy for exiting SEAS Staff

ISSUING AUTHORITY

SEAS Human Resources

WHO IS GOVERNED BY THIS POLICY

All SEAS Staff

WHO SHOULD KNOW THIS POLICY

In Partnering SEAS/HR, all staff are responsible for adhering to university policy concerning the exit process. By adhering to this policy, all staff ensure compliance with exiting procedures.

POLICY TEXT

- **Minimum One Year of Service:** University employees who have completed one year of service in their current position may apply and be considered for a posted job opportunity at the University.
- **Notice of Resignation/Unused Vacation Time:** Non-Union Support Staff are expected to give two weeks' written notice of a resignation. Officers of Administration and Officers of the Libraries are expected to give four weeks' notice and provide written notification of a resignation. Upon completing the specified notice period, employees who resign receive vacation pay for earned, unused vacation days and personal days. Employees who do not provide such notice may forfeit this pay.
- **Official Resignation Letter:** Exiting employees must provide an official resignation letter to their manager and SEAS Human Resources indicating their last official working day.
- **Exit Interview:** Exiting employees will be contacted by SEAS Human Resources to schedule an exit interview prior to their last working day. The contents of the exit interview are confidential to only members of the SEAS Human Resources team.
- **Employee Exit Survey:** Exiting employees must complete the [Employee Exit Survey](#) prior to their exit interview.
- **Manager Exit Survey:** Managers must complete the [Manager Exit Survey](#) prior to the exiting employee's last working day.

- **SEAS Issued Property/Accounts:** Exiting employees must return all SEAS issued property to their manager prior to their departure. Managers must collaborate with SEAS IT and Human Resources in the return of SEAS issued property and deactivation of all relevant computer accounts.
- **Additional Compensation:** Managers must inform SEAS Human Resources and Financial Operations of any active additional compensation the exiting employee is currently receiving including Telephone/Internet stipends.

CONTACT INFORMATION

- **SEAS Human Resources** – seashradmin@columbia.edu

RELATED POLICIES, PROCEDURES, AND FORMS

- [Termination of Employment](#)
- [Leaving the University](#)
- [Managing Transfers, Internal Mobility and Re-Hires](#)

REVISION HISTORY

Revision #	Date	Approver	Note
0.0	9/1/2024	McDowell, Joan – Executive Director of Human Resources	Policy Established