
Leaving SMU

Manager Frequently Asked Questions

1) Are employees required to provide notice of termination in advance?

Policy 7.29 states that employees wishing to terminate their services with the University shall give reasonable notice in writing to their supervisor, as set forth below. In so doing, terminating employees may leave in good standing, thereby enabling the University to satisfy future requests for references.

- **Exempt employees:** one month notice (minimum)
- **Non-exempt employees:** two weeks' notice (minimum)

The University will also apply the same notice periods, should the University initiate termination. However, the University reserves the right not to give such notice in some cases of involuntary termination for cause. On occasion, the University may choose not to require the terminating employee to work through the period. The appropriate Vice President, in consultation with the Human Resources Department, must approve all such exceptions.

2) Should I receive the resignation in writing?

Employees wishing to terminate their services with the University must give notice in writing to their supervisor, as outlined in Policy 7.29.

3) Who initiates the termination process?

Voluntary terminations are generally initiated by the employee. Involuntary terminations are generally initiated by the department and coordinated with Human Resources throughout.

4) My employee has resigned. Who should I notify?

As soon as you are informed of the resignation, you must complete the eSeparation form in my.SMU.edu under Manager Self Service Home page, Modify Employee/Separation tile → Add a Separation ePAF. Attach a copy of the resignation letter to the eSeparation form.

5) How soon do I need to notify HR?

Notification should occur **immediately**. This will ensure sufficient time to process paperwork and identify any outstanding balances the employee may have with the University.

6) What should I be aware of regarding unused vacation?

Vacation payout following termination of employment will not exceed the allowance for one year for individuals hired prior to June 1, 1995, and will not exceed 10 days for those hired on or after June 1, 1995. If the employee has unused vacation days in excess of the number of days allowed for vacation payout, be sure to discuss this with him/her and schedule the termination date accordingly.

7) What are my responsibilities with regard to time reporting and approval?

You, or the department's delegate approver, if applicable, are responsible for monthly time approval for the month of termination and all prior months.

- Vacation payout **will not be processed** if HR identifies any months for which time off (or Leave Not Taken) has not been reported and/or approved in my.SMU.

8) What happens to an employee's access to buildings, databases, etc., following termination?

Access to buildings and networks will be shut down following termination of employment. The exiting employee must turn in his/her SMU ID, parking-sticker, keys, and any SMU equipment/property he/she may have.

9) Who should I contact to post the position?

Contact your Human Resources Business Partner to discuss a recruitment strategy. The Job Evaluation Form on file with HR must be reviewed to ensure it accurately reflects the duties and responsibilities of the position or a new one must be submitted.

10) Who should I contact if I need to temporarily fill the position while we conduct a search?

Contact Kelly Services at 8-3166 to discuss your need for a temporary employee.