

	<b>ADMINISTRATIVE PROCEDURE MANUAL</b>		
	SECTION TITLE	NUMBER	PAGE
	EXIT PROCESS	03-1602	1 OF 1
	BASED ON BOARD OF TRUSTEES' RULE AND TITLE	DATE REVISED	
	6Hx7-3.1 Authority to Hire	June 28, 2023	

**Purpose**

The purpose of this procedure is to outline the process to be followed in the exit process for employees terminating employment with the College.

**Procedure**

- A. Florida State College at Jacksonville considers it necessary for all employees to notify their immediate supervisor with reasonable advance notice of a planned resignation date in order to minimize the interruption of College services. Employees are expected to submit their letter of resignation to their supervising administrator.
- B. Minimum/reasonable notice is considered to be:
 

Administrative/Professional/Instructional	30 days
Career Employees	2 weeks
Part-time Employees	1 week
- C. The supervising administrator is responsible for entering the termination in myFSCJ.
- D. The supervising administrator must also complete Clearance Form before or on the employee’s final workday. A completed clearance form must be received prior to issuance of the final paycheck.
- E. Employees may access separation information regarding leave payout, COBRA, etc. in the [Employee Exit Information](#) document.
- F. The Office of Human Resources is responsible for authorizing terminal pay for all full-time employees following the receipt of the completed and approved Clearance Form and the final calculation of leave used, if applicable. Full-time personnel resigning from the College will not be paid for the holiday(s) unless the effective date of the resignation is at the close of the workday following the holiday(s).
- G. Employees are expected to satisfy all outstanding debts and to return all College property and official College records to their supervisor at the time of departure from the College. Failure to comply with this rule will result in the withholding of the employee’s final pay check and may include any other official action deemed by the College to be appropriate.

REFERENCES: F.S. 1001.64, 1001.65

Adopted Date: November 2, 1987

Revision Date: April 15, 2014, July 29, 2014, October 17, 2016, June 28, 2023