**Number: HR-312**

**Policy Number (if applicable):** N/A

**Office of Primary Responsibility:** Human Resources

**Title of Procedure:** Resignation Acceptance

**Effective Date:** April 26, 2022

**Revised Date:** April 26, 2022

**Reviewed Date:** April 26, 2022

**Purpose**

**Formalize the process by which Hocking College immediately accepts an employee’s resignation upon notice.**

**Process when an employee submits resignation to their manager (or Dean, Area VP, etc.)**

**When an employee submits a resignation to human resources or their manager, it is deemed accepted immediately. The following steps should occur:**

**Verbal Resignations**

**The manager will put in writing a statement with the following form,**

**“I, <employee name> resign from my position with Hocking College effective <date>, <employee signature>.”**

**The manager will immediately indicate acceptance by writing “Accepted, <date & time>, <supervisor signature>”**

**The manager will then email the signed resignation and acceptance to Human Resources (**humanresources@hocking.edu**), their supervisor, and the department’s Vice President. The email should indicate that the resignation was submitted and accepted.**

**If employee refuses to put their resignation in writing, the manager will send an email to the employee, Human Resources (**humanresources@hocking.edu**), their supervisor, and the department’s Vice President indicating “The College accepts your verbal resignation at <date & time>, effective immediately.”**

**Paper Resignations**

**The manager will ensure that the paper resignation is signed and includes proposed final date of employment.**

**The manager will immediately indicate acceptance by writing “Accepted, <date & time>, <supervisor signature>”**

**The manager will then email the signed resignation and acceptance to Human Resources (**humanresources@hocking.edu**), their supervisor, the department’s Vice President. The email should indicate that the resignation was submitted and accepted.**

**Emailed Resignations**

**The manager will ensure that the resignation includes proposed final date of employment.**

**The manager will immediately indicate acceptance by replying “Your resignation has been accepted”, cc’ing Human Resources (**humanresources@hocking.edu**), their supervisor, and the department’s Vice President.**

**Process when Human Resources receives a resignation**

**When an employee submits a resignation to Human Resources, the following steps will occur:**

**Verbal Resignations**

**Human Resources will put in writing a statement with the following form,**

**“I, <employee name> resign from my position with Hocking College effective <date>, <employee signature>.”**

**Human Resources will immediately indicate acceptance by writing “Accepted, <date & time>, <HR signature>”**

**Human Resources will then email the signed resignation and acceptance to the employee’s supervisor and the department’s Vice President. The email should indicate that the resignation was submitted and accepted.**

**If employee refuses to put their resignation in writing, the HR will send an email to the employee, the supervisor, and the department’s Vice President indicating “The College accepts your verbal resignation at <date & time>, effective immediately.”**

**Paper Resignations**

**Human Resources will ensure that the paper resignation is signed and includes proposed final date of employment.**

**Human Resources will immediately indicate acceptance by writing “Accepted, <date & time>, <HR signature>”**

**Human Resources will then email the signed resignation and acceptance the employee’s supervisor and the department’s Vice President. The email should indicate that the resignation was submitted and accepted.**

**Emailed Resignations**

**Human Resources will ensure that the resignation includes an effective date.**

**Human Resources will immediately indicate acceptance by replying “Your resignation has been accepted”, cc’ing the employee’s supervisor and the department’s Vice President.**

**Resignations received by Human Resources where acceptance is unclear**

**If Human Resources receives any resignations where it is unclear if a manager has accepted the resignation, Human Resources will immediately accept the resignation on behalf of the College to ensure that the resignation has been accepted.**

**Last date of employment**

**The College will review proposed final date of employment and HR will communicate to the supervisor and employee the actual final day.**