

<b>HAYWOOD COMMUNITY COLLEGE</b>	<b>HUMAN RESOURCES EMPLOYEE EXIT PROCEDURE</b>	Procedure 3.1.2.3
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In order that a terminating employee may receive due benefits and in order that the College may extend such benefits, it is necessary that all responsible departments be notified of the employee's termination. They, in turn, may fulfill their own departmental obligations to insure that the terminating employee has fulfilled his or her obligation to them.

The employee should notify their immediate supervisor of the intention to resign or retire. Letters of resignation should be addressed to the President with a copy to the Human Resource office. The Human Resource office will contact the employee regarding the Employee Exit Procedure Form.

Adopted: 03-24-2017