

## **B.1 Resignation**

- B.1.1 A member of the academic staff intending to resign shall write a formal letter of resignation to the President, with a copy to the Head of the Department and to the Dean, as early as possible, and preferably not later than four months before the date of resignation.
- B.1.2 For an academic staff member (Teaching and Research), the effective resignation date will normally be the termination of the current academic year (i.e. June 30). In such a case, the accrued vacation time will normally be considered to be the month of June and the academic staff member resigning will have completed all assigned responsibilities on May 31 but will be paid until June 30. If the Head of a Department and Dean require the performance of specific duties beyond May 31, a special case must be presented to the President, and if the President concurs, the academic staff member who is resigning will be paid salary in lieu of the vacation time missed as per the relevant section of Schedule "A". If it is deemed necessary that the individual continue beyond June 30, a request for special appointment must be made to the President.
- B.1.3 For an academic staff member (Administrative and Professional), the effective resignation date will normally be the termination of the current academic year. An academic staff member (Administrative and Professional) who has given at least four months' notice of such resignation, shall receive salary in lieu of the normal vacation entitlement as per the relevant section of Schedule "A". The staff member is expected to continue working at the University until the effective date of resignation.
- B.1.4 An academic staff member (Teaching and Research) who resigns at an effective date during the academic session, i.e. between September 1 and Spring Convocation, and who has given at least four months' notice of such resignation, shall receive salary in lieu of the normal vacation entitlement as per the relevant section of Schedule "A". The staff member is expected to continue working at the University until the effective date of resignation.
- B.1.5 For those academic staff members appointed prior to 1 July, 1966 with the expectation of the normal end-of-year being August 31, this date will continue to be used as the normal effective resignation date for such persons. In such cases, salary will be continued to August 31, regardless of the date of any new appointment elsewhere, provided nevertheless that, between Spring Convocation and August 31, the academic staff member resigning will perform any specific duties required and will take his/her appropriate vacation. If the Head of the Department and Dean require the member of the academic staff resigning to perform specific duties between Spring Convocation and August 31 which preclude taking a one month vacation, a special case must be presented to the President and, if the President concurs, the academic staff member resigning will be paid one month's salary in lieu of the vacation missed.