

Contract Termination Policy

If the employee terminates the contract during the contract year through resignation or retirement and fails to provide adequate advance written notification to the appropriate supervisor the college will not pay compensation for sick leave* unused as of the employment termination date, and employee will not be permitted to take, and the college will not pay compensation for, unused vacation hours accrued as of the date of inadequate notification. The President has the authority to make an exception to any required notification period on a case by case basis.

Adequate notification is defined by position classification in the chart below:

Position Level	Minimum Notification
Clerical/maintenance	10 working days
Management Support	10 working days
Administrator	20 working days
Senior Administrator	40 working days
Executive Administrator	60 working days

* Covered by PEA Negotiated Agreement

Adopted: 3-13-2018

Revised: