SEPARATION FROM EMPLOYMENT POLICY -
NEW YORK & DISTRICT OF COLUMBIA

Subject to the terms and conditions set forth herein, this Policy on Separation from Employment applies to Administrators and Professionals and Professional Research Staff working for New York University (“NYU” or the “University”) in New York and/or Washington, D.C. (hereinafter, “covered employees”).

➢ This policy does not apply to employees covered by a collective bargaining agreement (“CBA”). Please refer to the applicable CBA for any provisions on separation from employment.

➢ Faculty are not covered under this Policy, and should consult with the appropriate chairperson or dean and/or refer to the faculty handbook for any applicable policies on separation from employment.

Reasons for separation from University employment may fall into one of the following categories:

Resignation

A resignation is when a covered employee voluntarily separates from his or her employment with the University. A covered employee who resigns from the University must provide his or her supervisor with advance notice, in writing, of his or her resignation at least four (4) weeks prior to his or her resignation date. If a covered employee does not provide the requisite notice, he or she will not be paid for his or her unused accrued vacation time upon resignation.

Retirement

A retirement is when a covered employee voluntarily separates from his or her employment with the University after meeting the University’s retirement eligibility rules. A covered employee who retires from the University must provide his or her supervisor with advance notice, in writing, of his or her retirement at least four (4) weeks prior to his or her retirement date. If a covered employee does not provide the requisite notice, he or she will not be paid for his or her unused accrued vacation time upon retirement. For information on retirement resources, please contact PeopleLink.

Termination

A termination is when a covered employee is involuntarily separated from his or her employment (or released during his or her probationary period) due to reasons other than layoff. Supervisors must obtain approval from the Office of Employment Relations prior to terminating the employment of Administrators and Professionals. Supervisors must obtain approval from the Office of Employee Relations and/or Office of Academic Appointments, as applicable, prior to terminating the employment of Professional Research Staff. A covered
employee whose employment is terminated for misconduct will not be eligible for re-employment.

**Layoff**

A layoff is when a covered employee is separated from his or her employment due to position elimination. Supervisors must obtain approval from the Office of Employment Relations prior to eliminating a position for Administrators and Professionals. Supervisors are encouraged to consult with Office of Academic Appointments prior to eliminating a position for Professional Research Staff.

**Return of Property**

By their last day of work, covered employees are required to turn in all University property (whether original or in duplicate) to their supervisors, including, but not limited to, University identification, office keys, tools, University-provided cell phones, laptops, iPads and other equipment, documents, policy or practice manuals, records, files, written materials, electronic information, software packages, computer disks, data storage devices, corporate credit cards, and all other University Property in the employee’s possession or control. Please review the checklist and exit tools for more information on separation procedures.