

## **Policy IV.4003.D, Acceptance of Resignation or Retirement**

### **Purpose**

This policy establishes a uniform practice for accepting a resignation or retirement.

### **Policy**

The San Jacinto College Board of Trustees (Board) has authorized the Chancellor, members of the Strategic Leadership Team (SLT), or a designated senior administrator who is a direct report to the Chancellor or SLT member to accept an employee's resignation or retirement on behalf of the Board.

An employee may resign or retire by providing a written notice to their leadership via electronic mail, U.S. mail, or U.S. certified mail. The Chancellor, SLT member, or a designated senior administrator who is a direct report to the Chancellor or SLT member will respond to the employee in writing via electronic mail, U.S. mail, or U.S. certified mail. A response to the employee accepting a resignation or retirement will specify the effective date of the resignation or retirement. Once accepted, a resignation or retirement cannot be revoked without the consent of the Chancellor. A copy of the notice of resignation or retirement, along with the written acceptance, will be placed in the employee's employment file.

The Authority, Applicability, Sanctions, Exclusions, and Interpretation do not differ from Policy II.2000.A, Policy and Procedures Development, Review, Revision, and Rescission.

### **Associated Procedures**

Procedure IV.4003.D.a, Employee Exits

Date of Board Approval	June 7, 2021
Effective Date	June 8, 2021
Primary Owner	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
Secondary Owner	Vice President, Human Resources