

## At a Glance

### General Job Related

#### 5.1 Separating Employment

[Consult the Separating Employment policy in the online Policy Manual.](#)

There are four categories of separation for employment from the College: voluntary, layoff, non-reappointment and involuntary.

Concordia College recognizes Minnesota's state law giving employees and the College the right to terminate the employment relationship at any time and for any reason, with or without notice.

To allow the department time to plan for such a transition with minimal disruption of service, appropriate written notice from you is expected. Non-exempt staff are expected to give at least two weeks written notice. Exempt staff are expected to give at least one month written notice. Notice of resignation is expected to be a "working" notice to allow your supervisor an opportunity to spend productive work time with you to complete projects or to have you help train the person(s) assuming your responsibilities.

You will be paid for any accrued, unused vacation as part of your final paycheck. There is no payout for sick time.



Contact the Human Resources Department at 218.299.3339 or email at [hr@cord.edu](mailto:hr@cord.edu).