



Dean, College of Medicine

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MEMORANDUM

TO: College of Medicine Deans, Department Chairs, and Department Administrators

FROM: Michael L. Good, M.D. *ML Good MD*
Dean, College of Medicine
Folke H. Peterson Dean's Distinguished Professor

SUBJECT: Minimum Resignation Notice Requirement and Terminal Leave Policy

A College of Medicine faculty member who resigns or retires is required to provide a minimum notice of at least four months prior to his/her effective date of resignation or retirement. If the faculty member provides less notice than required, the College of Medicine may deem the faculty member to be ineligible for rehire depending upon the circumstances regarding the notice given.

Also, the four-month minimum notice requirement associated with a resignation or retirement may include some use of accrued vacation leave at the discretion of the supervisor. The University of Florida recently established a policy to be effective July 1, 2013, that allows vacation-accruing employees to request usage of up to 160 hours (four weeks) of vacation leave upon submitting a notice of termination to the university. This is in addition to the leave cash-out the employee may receive upon separation, which for faculty is a cash-out of up to a maximum of 200 hours of accrued vacation leave. Faculty who do not provide at least a four-month notice prior to resignation will not be eligible to use accrued vacation leave during the resignation notice period. As always, vacation leave requests require the approval of the supervisor.

Questions concerning this policy should be directed to Mr. Jan Eller or me.