

# P-007.1 EXIT PROCEDURE FOR PERSONNEL TERMINATING EMPLOYMENT

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Code: P-007.1

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Approved: C. Tisinger

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Approved: David C. Danahar

## **Southwest Minnesota State University** **Procedure** **Exit Procedure for Personnel Terminating** **Employment**

1. Upon notification, the Human Resources Office shall inform a terminating employee about retirement; health, life, and accident insurance; severance pay; sick leave; vacation days, and any other comparable items.
2. The Human Resources Office shall provide the employee with clearance form (attached) and assist in its completion.
3. The Clearance Form is to be completed and the appropriate signatures obtained. The completed form is to be returned to the Human Resources Office and is filed in the employee's official personnel file.

*See also:*

P-007 Rights and Requirements for Personnel Terminating Employment

(<http://catalog.smsu.edu/policies-procedures/rights-requirements-personnel-terminating-employment/>)