

THE COLLEGE OF THE FLORIDA KEYS BOARD RULE

Subject	Termination and Notice	Number: 5.680
Authority	F.S. 1001.64(18)	Approved Date: 01/22/2002
Amended	1/22/2002, 11/30/2021	

Notice Required

Career personnel are required to give a minimum of two (2) weeks' written notice to their supervisor if they intend to terminate their employment with the College. All contractual personnel, administrators, administrative employees and faculty, are expected to complete their contractual obligations. However, if mutually agreed upon by the employee and the Office of Talent Acquisition, Development, and Accountability (TADA), a contractual employee may be relieved of his/her contractual obligations after giving a minimum of four (4) weeks' written notice. Failure on the part of the employee to provide appropriate notice will result in forfeiture of any accrued and unused leave, where applicable.

Notice to Employee

In the event that an employee is terminated by the College because of re-organization, budgetary issues, or NOT "for cause," then the employee shall be given a minimum of two (2) weeks' notice by the College. Should an employee be terminated "for cause," the College will not be required to give two (2) weeks' notice, and payment of accrued vacation may not be made.

College-Requested Early Termination

An employee who terminates his/her employment, even with proper notice, may be requested to terminate at an earlier date, when in the best interest of the College and approved by the President. The employee may be authorized to take accrued leave up to the requested termination date.

Leave Requests

After providing written notice to resign, an employee may request the use of accrued leave time through the appropriate leave request procedures; however, no leave requests will be approved for an employee's final week of employment.

Separation Materials

The Office of TADA will prepare separation materials to provide to the employee within five business days of their separation, as feasible.