

# Resignation Procedure

## Section 1 - Purpose and Objectives

(1) This Procedure outlines the process that applies to staff resigning from their University position.

## Section 2 - Definitions, Terms, Acronyms

Term	Definition
Authorised Officer	The officer authorised to exercise the relevant Human Resource (HR) power or function in accordance with the <a href="#">Human Resources Sub-delegations Instrument</a> .
Enterprise Agreement	The <a href="#">University of Queensland Enterprise Agreement 2021-2026</a> , or as amended or replaced.

## Section 3 - Procedures Scope/Coverage

(2) This Procedure applies to continuing, continuing (contingent funded) and fixed-term staff resigning from their University position.

## Section 4 - Procedures Statement

(3) Staff wishing to resign from University positions must forward written notification of resignation to their Head of Organisational Unit. The minimum period of notification of resignation is prescribed in accordance with the [Enterprise Agreement](#).

## Section 5 - Procedures

### Notifying the Resignation

(4) To resign from a University position, a staff member must notify of their resignation online via [Workday](#) – this will then workflow to the Head of Organisational Unit for approval. Once the online notification has been approved, Human Resources Division will be notified to process and calculate any residual leave entitlements or financial obligations outstanding and take the appropriate action.

### Periods of Notice

(5) The minimum period of notification of resignation is as included in each individual letter of offer. The minimum prescribed periods are in accordance with the [Enterprise Agreement](#). If the prescribed period of notice is not given, equivalent salary may be forfeited in lieu of notice unless the Authorised Officer advises that a variation of the period of notice is supported.

### Entitlements

(6) Once any residual entitlements or financial obligations have been calculated, the relevant Human Resources Officer will forward a confirmation of resignation letter to the resigning staff member, detailing all entitlements and any further action that needs to be taken with regard to superannuation. Providing that Human Resources Division receives prompt notification of resignation, a staff member may be paid any residual entitlements on the last day of employment, but not later than 18 days after the resignation date.

## **Superannuation**

(7) Superannuation information will be specified in the letter confirming the resignation. Enquiries on superannuation entitlements should be directed to the Employee Benefits Section, Human Resources Division.

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	9th September 2015
<b>Review Date</b>	9th September 2018
<b>Approval Authority</b>	Chief Human Resources Officer
<b>Approval Date</b>	9th September 2015
<b>Expiry Date</b>	Not Applicable
<b>Policy Owner</b>	Phil Vaughan Chief Human Resources Officer
<b>Enquiries Contact</b>	Human Resources Division