
Effective Date: **June 1, 2015**

POLICY

EMPLOYMENT

Employee Handbook – Section 204 Termination Notices

RESPONSIBLE OFFICE

Human Resources

204 Termination Notices

Since employment at Boston University is based upon mutual consent, the employment is at-will and either the employee or the employer is privileged to terminate employment at any time for any reason.

204.1 Employee Resignations

It is important for Boston University to have adequate advance knowledge of an employee's desire to terminate. An employee who decides to resign his or her employment with Boston University is required to notify his or her supervisor in writing of that decision and the effective date of that termination. All exempt employees are expected to provide notice at least one (1) month in advance of the effective date of the termination. All non-exempt employees are expected to provide notice at least two (2) weeks in advance of the effective date of the termination. The University may, at its sole discretion, accept or reject an employee's request to rescind or modify a letter of resignation.

204.2 Notification of Layoff

If it is necessary for Boston University to lay off an employee, the employee will be notified of the effective date of the layoff as far in advance as is practical under the prevailing circumstances. Such notice will normally be given at least one (1) month in advance of the effective date of the layoff.

204.3 Expiration of Grant and/or Contract Funded Position

Upon hire, Boston University employees whose positions are of limited duration (because they are funded from grants and/or contracts awarded to the University) are informed of that fact. Principal Investigators (grant or contract administrators) are responsible for informing employees of changes in funding that affect their employment at Boston University.

204.4 Related Considerations

Terminating employees are required to make arrangements to settle all outstanding University accounts prior to their last day of work. In addition, all terminating employees are required to return to the University all University property in their possession, including but not limited to their University identification card, University parking sticker, and all other University property (keys, books, tools, computers, computer software, etc.).

Employees who do not comply with the provisions of this policy jeopardize their good standing and may be subject to legal action by the University.

THIS POLICY STATEMENT IS PART OF THE [EMPLOYEE HANDBOOK](#), AND SHOULD BE READ IN CONJUNCTION WITH ALL OF THE POLICIES THAT COMPRISE THE HANDBOOK. THE PROVISIONS OF THE EMPLOYEE HANDBOOK DO NOT CONSTITUTE AN EMPLOYMENT CONTRACT AND DO NOT ALTER THE AT-WILL STATUS OF AN EMPLOYEE.

END OF POLICY TEXT

Additional Resources Regarding This Policy

Related Policies and Procedures

- [Employee Handbook Policies Manual](#) (staff)
- [Faculty Handbook](#) (faculty)

Related BU Websites

- [Human Resources](#)
 - [HR Policies](#)
 - [Manager Resources](#) - HR Website
 - [Exit Process](#)
 - [Performance Management](#)

Categories: Employment, Non-Represented Staff Keywords: contract funded position, dismiss, Employee Handbook, grant position, layoff, resignations, termination

This Document is available at: <https://www.bu.edu/policies/termination-notice/>