



Employees are advised to use this checklist to ensure that all final steps of an employee's separation from SUNY ESF are completed, including the receipt of necessary documents and the return of all SUNY ESF property prior to the employee's last day on campus. If you have any questions, please contact the Human Resources Office at 315-470-6611.

SUNY ESF EMPLOYEE RESPONSIBILITIES:

___ Submit signed Resignation letter, to immediate Supervisor/Unit Head/ Dept. Chair (cc: Ellen Brown, Sr. Personnel Associate for State or Janice O'Mara, Director for Research Foundation (RF))

- A minimum of 30 days' written notice of required from UUP/MC unclassified and RF Exempt employees and 14 days for classified CSEA/NYSCOBAPBANY and RF Non-Exempt employees.

___ Transition Plan (employee meet with supervisor)

___ Separation Sign-Off Form (All employees separating from SUNY ESF)

___ All attendance records must be submitted on the final day.

___ Parking Sticker/Pass to be removed on final day.

___ Exit Interview complete and return (voluntary)

Benefit Information

- State Employee: Ellen Brown, Sr. Personnel Associate, may contact resigning employee with benefit information.
- Research Foundation: COBRA will be sent if currently enrolled in benefits – any questions contact Janice O'Mara (315-470-6614).