



Resignation Notice



Current Employee

Current Date:	
Employee Full Name:	
Employee Number: (4 to 6 numbers)	
Department/Division:	
Title:	
Reason for Leaving: (Circle One)	Quit Without Notice Resigned Retirement Transfer to State Agency
Personal Email: (for Cobra Insurance email)	
Choose One Unused Annual Leave Option: (Annual Leave Employees Only)	<input type="checkbox"/> Lump Sum Settlement <input type="checkbox"/> Exhaust Annual Leave (you will no longer be eligible to receive additional leave accruals, holiday pay or any other type of paid leave (e.g. inclement weather closure). <input type="checkbox"/> Transferring leave to an approved WV State Agency
Last Physical Day of Employment:	
Employee Signature:	
Supervisor Signature:	

Human Resources

HR Representative Signature:	
Employee Eligible for Rehire:	Yes No
Copies emailed to the President, Executive Vice President of Finance & Administration, Chief Information Officer, Campus Police Officer, and Human Resources.	



Check Out Inventory



ON YOUR LAST DAY:

During your employment with WVU Parkersburg, you may have been issued equipment, various keys, and/or materials. The checkout list below will be your official receipt that those items have been returned to the college.

- Do not forget to remove the voicemail from your office phone, contact IT regarding a forwarding message for your college email, and clear your office of personal items.

Inventory:	Not Applicable	Representative Signature:
Business Office: Cellphone		
Human Resources: Access Key Card		
IT: iPad, Laptop, etc.		
Maintenance: Keys for office, buildings, lockboxes		
Security: Parking hang tag		
Supervisor: Uniforms		

Your signature: _____ Date: _____



Frequently Asked Questions



FOR REFERENCE, PLEASE KEEP THIS PAGE:

College Email: Your college email will have a forwarding status for a short time to notify anyone you have not already contacted that you are no longer working at the college.

Emeritus Status: Per #IV-5. Emeritus Status in the Answer Book, emeritus status may be awarded to faculty retirees who have served as full-time faculty at WVU Parkersburg for at least ten years. Professional staff and administrative retirees may be considered for emeritus status if they have served the college for at least a similar number of years.

Floating Holiday: Floating holiday hours will not be paid out upon termination. Any floating holiday hours not used will be forfeited. An employee must work the day before and after any leave. This includes a floating holiday.

Longevity Pay: You may be eligible to receive a pro-rated or full longevity payment for your years of service up through and including your last physical day of employment. This will be on your last payout.

No Hardship Repayment: If you were hired prior to July 01, 2002, and have not had a break in service, a no hardship repayment may be applicable to you when you depart.

Pay Statement: Once you are no longer an employee, you lose system access. If you would like a copy of your last pay statement, email payroll@mail.wvu.edu and they will mail it to you.

Sick Leave Information: Your remaining sick leave hours as of your separation date will be banked. As it stands today, if you are rehired at another WV state agency within one (1) year of your separation date, you are eligible to have all your remaining sick leave balance reinstated or transferred. If you are hired outside of one (1) year, you are eligible to reinstate or transfer up to 225 hours (30 days) of sick leave.

W-2: WVU Tax Services will issue your W-2 to your current home address in January. If you need a duplicate, you can request this by sending an email to tax@mail.wvu.edu with your name, current mailing address and birthdate. Please do not send your social security number through email as it is not secure.