

WHEN YOU LEAVE DENISON

Death of Employee

In the case of the death of an active Denison employee, the beneficiary is paid through the date of death plus twenty-two (22) working days. Accrued vacation is also paid up to the maximum accrual.

Exit Interviews

Exit interviews are conducted by the Office of Human Resources and provides departing employees an opportunity to share their experiences, opinions, and suggestions about their time with Denison, including the reasons for their departure. This feedback can be used to drive positive change within the university and enhance the overall employee experience.

Layoff

A layoff is defined as an involuntary separation caused by factors such as lack of work, loss of funds, changes in work patterns, or technological advances. When layoffs occur, employees shall be given a two (2) weeks notice or pay not to exceed two (2) weeks pay at the normal rate in lieu of notice. Pay for accrued vacation is also given at time of layoff. The selection of employees to be laid off shall be based on the needs of the university. Length of service and work performance within a classification and department may also be considered at the option of the university.

Regular employees receive preference for continued employment over employees who have not completed the introductory period within the classification and department. Employees subject to layoff may be considered for vacant positions provided the employee has the necessary skills and qualifications, and a record of good work performance, good interpersonal relations and good attendance.

The priority for recall from layoff shall be determined based upon the staffing needs of the university although length of service and prior work performance within a classification and department may also be considered. Recall rights continue for a period equal to the employee's length of service immediately prior to layoff, but not exceeding two (2) years.

Resignation

It is requested that any employee, who plans to discontinue employment at Denison after the introductory period, to give the department head two (2) weeks advance notice. Failure to give this notice is noted on the employee's personnel record. The employee's termination date is the last day actually worked. Normally, leave days cannot be used during the notice period or to extend employment. Effective January 1, 2012, accrued vacation will be paid out at the maximum pay-out of 30 days.

Retirement

While not mandatory, normal retirement at Denison University is at age 65. To be considered for retirement, employees must meet the following length of service requirements:

- Age 60 - 62 with 15 years of service
- Age 62 - 65 with 10 years of service
- Age 65 and over with 5 years of service

Before You Leave

An employee should submit a written request for retirement to the Office of Human Resources at least sixty (60) days prior to the expected date of retirement.

Vacation Bonus

Full-time 12 month employees who retire with more than twenty (20) years of service are eligible for a vacation bonus of four (4) days per year for each year over 20 for a maximum of 20 vacation bonus days.

Full-time 9/10 month employees who retire with more than twenty (20) years of service are eligible for a vacation bonus of three (3) days per year for each year over 20 for a maximum of 15 vacation bonus days.

All vacation accrued at the time of retirement will receive a maximum pay-out of 30 days.

Health Insurance

Denison will continue to pay a share of health insurance premiums for eligible employees who were hired before July 1, 1993 and who were employed for at least ten years immediately prior to retirement. Contributions to all other staff benefit programs cease at the date of retirement.

Unemployment Compensation

An employee who is released from employment through no fault of their own may be eligible to receive unemployment compensation. Contact your state unemployment agency to determine your eligibility.