

RESIGNATION NOTICE

It is UCF practice for employees to provide a two-week notice (approximately) when transferring from one position to take another at UCF or when resigning from UCF. Employees may provide to their supervisor a written letter, advise verbally, or complete a [resignation form](#). When an employee leaves a position in one department to accept a position in another department, notice of less than two weeks is only acceptable when approved by the “sending” supervisor, following negotiations with the receiving supervisor. Employees providing less than two weeks notice when terminating UCF employment will not be eligible for rehire, unless approved in writing by their supervisor.

In-unit faculty have an additional obligation that is stated in the *UCF BOT-UFF Collective Bargaining Agreement*:

12.5 Resignation. An employee [in-unit faculty] who wishes to resign has the professional obligation, when possible, to provide the University with sufficient notice to avoid scheduling and classroom disruptions or, where the employee does not have an instructional assignment, one full semester’s notice. Upon resignation, all consideration for tenure and reappointment shall cease.