

Information for Managers when a Staff Member is Leaving Juilliard

Following are the steps involved when an administrative staff member leaves voluntarily:

- Employees who resign or retire should give a minimum of 10 working days' notice in writing to their department head, with a copy to Human Resources. As soon as a supervisor becomes aware of an upcoming termination, s/he must complete a Termination of Employment form (available in Human Resources), and return the completed form to HR as soon as possible. This will allow HR to timely process all relevant paperwork and to give the staff member all necessary information regarding her/his termination.
- HR will contact the terminating employee to schedule an exit interview, usually during the last week of employment. If the exit interview is not on the last day of employment, arrangements will be made by HR for return of the ID card. As soon as the ID card is turned in to the Facilities Office, the individual is removed from the turnstile access, and any re-entry is accomplished under our existing "guest" procedures.
- Supervisors are responsible for collecting any keys the employee has. If all keys are not returned, the supervisor may wish to contact the Facilities Office to discuss changing locks if there are concerns.
- Supervisors should make sure that any other Juilliard equipment, such as computers, peripherals, etc., lent to the terminating employee, be returned before the individual's last day.
- HR will check with the Library to make sure that terminating staff return their library materials before they leave.
- Terminating employees must complete and submit all absence calendars through their last day of employment as soon as possible, and supervisors must approve them. Payment for accrued but unused vacation can only be made after all calendars are complete. Terminating employees must have worked at least six months and give a minimum of 10 working days' notice in order to receive payment for accrued but unused vacation. Full-time employees who have been at Juilliard less than 10 years can receive a maximum of 20 days accrued vacation pay, and those who have worked 10 years or more can receive a maximum of 25 days accrued vacation pay upon leaving. **Please note that an employee's official last day of work will be the last day that s/he is physically on premises and works a full day.**
- Terminating employees who have questions regarding their final paycheck should speak to the Payroll Coordinator.
- The terminating employee's Juilliard email account will be disabled at the end of her/his last day of employment, and s/he should let outside business contacts know to whom to direct future email correspondence. Supervisors can make arrangements to have email forwarded or to have an out-of-office message maintained for a short period of time (usually one month) after the employee leaves. Speak to Human Resources to make these arrangements.

In the case of involuntary termination, the supervisor must speak to the Director of Human Resources before taking any steps to terminate employment.