



Information for Employees who are Leaving Juilliard

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

- Employees who resign voluntarily or retire should give a minimum of 10 working days' notice in writing to their Supervisor, with a copy to Human Resources. Your supervisor will then complete a termination form which will allow us to timely process all relevant paperwork and to give you all necessary information regarding your termination.
- Employees who have benefits through Juilliard should check with the Benefits Manager to discuss options for benefits continuation.
- Once HR receives a termination form, you will be contacted 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 for return of your ID card. As soon as the ID card is turned in to the Facilities Office, you will be removed from the turnstile access, and must receive authorization to enter the building. Any keys you have should be returned to your supervisor.
- You must complete and submit all absence calendars, in sequential order, through your last day of employment as soon as possible, and your supervisor must approve them. **Please note that your official last day of work will be the last day that you are physically on premises and work a full day.** Payment for accrued but unused vacation can only be made after all calendars are complete. Please note that 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.
- Any Juilliard equipment, such as computers, peripherals, etc., lent to you, must be returned before your last day. You must also return all library materials before you leave.
- Once all paperwork has been completed, you should speak to the Payroll Coordinator regarding receipt of your final paycheck.
- Please also note that your Juilliard email account will be disabled at the end of your last day of employment. We request that terminating employees put an out of office message on their Juilliard email account which indicates that they have left Juilliard and should also indicate who in the department should be contacted in their absence. The automatic reply will remain active for 30 days. Your supervisor may request an extension if there are business reasons to have these replies remain in effect for a longer period of time. You may also inform outside business contacts of your departure date in advance and let them know to whom to direct future email correspondence.

If you have any questions, please do not hesitate to contact Human Resources at ext. 355.