

Authority:

- Approved by the President
- Labor Standard Act
- Labor Contract Act
- Act on Employment Security, etc. of the Elderly, etc.

## **Chapter 37 Leaving the University**

### **37.1 Policy**

Termination decisions must comply with internal and applicable legal requirements.

### **37.2 Rules**

#### **37.2.1 Termination**

Details are described in Article 77, 78 and 85, [Rules of Employment](#) and Article 64, 65 and 71, [Rules of Employment for Part-time Employees](#).

#### **37.2.2 Mandatory Retirement and Maximum Age Limit for Fixed-Term Employment Agreement**

Details are described in Article 79, Rules of Employment and Article 66, Rules of Employment for Part-time Employees. Rules for re-employment after retirement are determined in Article 80, Rules of Employment.

#### **37.2.3 Dismissal**

Details are described in Article 81, 82 and 83, Rules of Employment and Article 67, 68 and 69, Rules of Employment for Part-time Employees.

#### **37.2.4 Former Employees' Duty of Confidentiality**

Details are described in Article 84, Rules of Employment and Article 70, Rules of Employment for Part-time Employees.

### **37.3 Responsibilities**

#### **37.3.1 Individuals terminating from the University**

Employees must submit the necessary documents to the HR Management Section at least 1 month prior to the day they intend to resign. Individuals terminating from the University are responsible for returning all of University property including keys, identification cards, computers, software, phones to the responsible sections or their immediate supervisors.

#### **37.3.2 Supervisors**

Supervisors must follow established procedures regarding terminations and review in advance with the HR Management Section and the Vice President for Human

Resource (VPHR).

### **37.3.3 HR Management Section**

The HR Management Section is responsible for assuring that relevant laws and University rules regarding the termination of employees are observed.

## **37.4 Procedures**

## **37.5 Forms**

## **37.6 Contacts**

### **37.6.1 Policy Owner:**

Vice President for Human Resource (VPHR)

### **37.6.2 Other Contacts**

HR Management Section

## **37.7 Definitions**