



SEPARATION PROCESS

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I. Purpose

The purpose of this Written Directive is to identify the procedure for separation from the University of Maryland Baltimore Police Force (UMBPF).

II. Policy

It shall be the policy of the UMBPF for all members to adhere to the following Written Directive when separating from the Agency.

III. Background

Any UMBPF employee who desires to resign in good standing shall give a written two-week notice to their supervisor. Failure to provide adequate notice may result in being denied future University employment.

IV. Termination

A. Effective Date

The effective date of an employee's separation shall be the last day worked. The taking of leave beyond that date shall not be authorized or approved. Therefore, the effective date of a member's separation shall not be extended by the use of accumulated leave benefits.

B. Exceptions

The exception to this rule shall be the taking of terminal leave for an employee who is ill or for any employee who intends to go on retirement pay at the earliest possible date following the terminal leave. In these cases, the effective date of separation may be the last day of the approved leave rather than the last day worked.

C. Remuneration

A member will be paid for all holidays earned but not taken.

D. Return of Equipment

Members who terminate employment with the UMBPF for any reason will be required to surrender all Agency issued equipment including ID cards.

Antonio Williams
Director of Public Safety