Rock Valley College

Separation of Employment

RVC Administrative Procedure (3:20.130)

The official termination date shall be the actual last day an employee works. All applicable positions must work their last day in person on campus. Those positions that are established as fully remote may work their last day remotely or elect to work in person on campus. All positions will complete the check-out process with their supervisor or designee.

The college reserves the right to modify resignation effective dates, if necessary, to safeguard the interests of the institution. This information will be communicated to the employee.

The college reserves the right to suspend badge, network, and financial access upon receipt of the resignation notice, if deemed appropriate by the respective Vice President, in order to safeguard the interests of the institution.

The employee's final paycheck would include payment for accumulated vacation, if applicable. The personnel report shall indicate the official termination date for employees in the ADM and FAC work groups as their last day of employment.

For SURS-eligible employees, the date reported to SURS will be the last day the employee performed work or the last date accrued benefit leave time is used, if applicable.

Rock Valley College will offer an exit interview opportunity to any employee who leaves RVC for any reason. The Human Resources department will review and evaluate the completed exit interview and determine appropriate actions to be taken, if any.

Requests for exceptions to this procedure may only be approved by the college President.

Related Documents

Check-Out Form

Reference: Board Report 1224, 2386
Implemented: February 18, 1974
Revised: October 13, 2025