



College of Dentistry  
Dean's Office

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August 22, 2016

MEMORANDUM

TO: College of Dentistry Deans, Department Chairs, and Department Administrators

FROM: A. Isabel Garcia, D.D.S., M.P.H.  
Dean, College of Dentistry

SUBJECT: Minimum Resignation Notice Requirement and Terminal Leave Policy

A College of Dentistry faculty member who resigns or retires is required to provide a minimum notice of at least four months prior to his/her effective date of resignation or retirement. If the faculty member provides less notice than required, the College of Dentistry may deem the faculty member to be ineligible for rehire depending upon the circumstance regarding the notice given.

The four-month minimum notice requirement associated with a resignation or retirement may include some use of accrued vacation leave at the discretion of the supervisor. The University of Florida established a policy effective July 1, 2013, that allows vacation-accruing employees to request usage of up to 160 hours (four weeks) of vacation leave upon submitting a notice of termination. This is in addition to the leave cash-out the employee may receive upon separation, which is a cash-out of up to a maximum of 200 hours of accrued vacation leave. If you do not provide at least a four months' notice, you will not be allowed to take any vacation leave before your separation from UF.

If you are going to have a reduction in your FTE, you will need to provide a two month notice. This reduction in FTE will have to be approved by your supervisor.

Questions concerning this policy should be directed to Amanda Phelps or me.