

Notice Requirements

Resignation from the University

Non-Exempt: should submit a signed resignation statement to the appointing authority two (2) weeks prior to the intended resignation date.

Exempt: should submit a signed resignation statement to the appointing authority thirty (30) days prior to the intended resignation date.

If the employee resigns by phone or is otherwise not available to submit a letter/notice of resignation, the supervisor should document all relevant information and forward to the Office of Human Resource Services in accordance with applicable procedures.

Intra-NMSU Career Moves

Employees who have accepted another position within NMSU should provide the notice referenced above to the department the employee is leaving, unless an alternative arrangement can be reached between the former supervisor and the new supervisor.

Voluntary Resignation

Impact of Benefits

All benefit coverages cease at midnight of the last day of the pay period in which the employee's separation from service date falls. Employees will be responsible for payment of the benefit premiums, if the employee's final paycheck is not large enough to cover the benefit deductions to maintain coverage through the last day of the pay period.

Withdrawal of Resignation

At the discretion of the Office of Human Resource Services, in consultation with the appropriate supervisor and/or administrative staff, a resignation from an employee otherwise in good standing may be permitted to be withdrawn.

In the event a resignation is permitted to be withdrawn, employment benefits, including but not limited to seniority and accrued leave, may be reinstated, provided no more than five (5) business days have passed from the date of official cessation of benefits.