

# Separations

*If you are thinking about leaving employment, make an appointment with Library Human Resources to help answer your questions. Consult with your immediate supervisor, unit/section head, or the [Library Student Employment Office](#) if you have any questions. The following is only a guide for easy reference.*

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## A. Leaving Employment or Transferring to Another Department or UC

Leaving employment or transferring to another department or UC?

If you are thinking about leaving employment, make an appointment with Library Human Resources to help answer your questions.

### Your vacation and sick leave balances

When employees leave employment, vacation leave is paid to the employee. Employees must be at work on their last day when resigning (not retiring or UC transfer). Sick leave is not paid out but will be transferred to another UC or campus department.

### Benefits

Benefits end on the last day of the month of resignation (not retirement).

### Berkeley email accounts

Library email normally ends when employment ends

### Timeline

As soon as possible:

- Send resignation letter to your supervisor and cc the [Staff HR Manager or HR Director](#).
- Contact our [Library Human Resources](#) to answer any questions you may have regarding the ending of your benefits.
- *(If you're transferring within UCB or intercampus transfer)* Contact our [HR staff manager or academic hr analyst](#) in order to ensure a smooth transfer.

**10 days before your last day:** Complete CalTime timesheet through your last day and obtain supervisor approval. Delay in completing and approval of the CalTime timesheet will result in a late paycheck.

**Before your last day:** Library Human Resources will contact you to arrange an exit appointment.

**On your last day:** You will turn in UCB ID badge and keys.

## **B. Retirement**

When you begin thinking about retiring from UC Berkeley, arrange to meet with Library Human Resources, who can help you begin the process. Be aware, that it takes 3-4 months to complete the retirement process with the Office of the President. The first thing to do once you have decided on a retirement date is send the [Request for Retirement Initiation Packet\(link is external\)](#) form to Office of the President no sooner than four months ahead of your retirement date. Three months before your planned retirement date, Office of the President will mail the retirement paperwork to your home address.

### **Your vacation and sick leave balances**

When employees leave employment, vacation leave is paid to the employee. When retiring, employees can use vacation leave up until the last day on pay status. Vacation payout check can be sheltered in a 403(b) or 457(b). When retiring, sick leave is converted to service credit.

### **Continuing benefits**

Benefits continue until the end of the month following the separation date.

### **Berkeley email accounts**

Library email normally ends when employment ends. In special circumstances, Library email can remain working for 30 days after employment ends. Berkeley email accounts can be purchased from the [UC Retirement Center\(link is external\)](#).

### **Timeline**

As soon as possible but not later than one month before resignation: Send resignation letter to the supervisor with a cc: to the [Staff HR Manager or HR Director](#). Your resignation letter should contain:

- the date of your last physical day at work
- your separation date
- your official retirement date

Once the resignation letter is received, we will work with you to schedule an exit appointment for one of your last working days.

Ten days before last day, complete your CalTime timesheet through your last day and obtain supervisor approval. A delay in completing and approving the CalTime timesheet will result in a late paycheck.

On your last day, turn in your UCB ID badge and keys to Library Human Resources.

## C. Supervisor Checklist

### Supervisor Responsibilities


Planning for the separation of an employee: Supervisor Responsibilities  
Before your employee's last day, as the supervisor, you will need to complete the following:

- Send a copy of the employee's letter of resignation to LHRD if you have not already done so.
- Respond to the letter of resignation with your acceptance and forward to LHRD.
- Remind employee to complete and submit final timecard for your approval in CalTime.
- Coordinate transfer of all key files and documents (both in paper and online) to new owners.
- Coordinate transfer of any email lists or departmental logins that this employee may own or administer.
- Ensure that the employee is ready to turn in all keys, badges, and access cards on their last day.
- Confirm with the employee return of any Library property including cell phones, computers, file cabinet keys, etc.
- With employee: Ensure voicemail box is cleaned out and password is provided to change the voicemail greeting.
- Update organizational chart and send a copy to LHRD.
- Prior to your separating employee's last day, please also notify LHRD of the following information regarding the employee:
  - Library lists subscriptions and ownership.
  - CalTime approver and delegate replacements if applicable.

Finally, please be sure to take care of the following items on the employee's last day if you have not already done so:

- Approve Employee's timecard in CalTime if you have not already done so.
- Transfer any department-specific logins of which the employee may have sole access/ownership. i.e. internal databases, departmental email accounts etc.
- Double check that all access and file cabinet keys are returned.

### LHRD Responsibilities



LHRD will schedule an exit appointment with the separating employee as their separation date approaches. During the employee's separation appointment you will review:

- Benefit coverage and COBRA information with the employee.
- Collect any keys, badges and Cal1/access cards as applicable.
- Collect laptop, phone or bluCard, if not already returned to Library IT or Library Business Services.
- Address any questions the employee may have regarding their separation.
- Confirm employee's continuing contact information, including any changes to mailing address and phone number.
- Confirm email termination preferences, computer access equipment still active, card and key access, BluCard information, and library VPN/Oskicat/Software Access, as well as departmental login ownership that may need to be transferred prior to separation.

Following the separation, LHRD will:

- Send separation email alerts to the Library Facilities office, Library IT and Campus IT, Library Business Services Budget Team, and CalTime Delegate administrators.
- Remove separated employee from any Library staff email lists.
- Return any keys to the Library Facilities office.