



RESIGNATION

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Position : Manager, Human Capital and
Administration Department

Position : Registrar, Registrar Office

AMENDMENT RECORD

No.	Date	Remarks	Revision No.	Approved by
1	1/07/18	Establishment	00	Senior Manager, HCD
2	10/07/24	Review the whole contents	01	Registrar, Registrar Office

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1.0 OBJECTIVE

The objective of this Standard Operating Procedure (SOP) is to establish a clear, consistent, and standardized process for handling employee resignations. This procedure aims to ensure that all resignations are managed in a professional, efficient, and respectful manner, maintaining university stability and minimizing disruptions.

2.0 SCOPE

This scope of this SOP applies to HCAD and all staff including Non Academic or Academic, permanent, contract or probation staff.

3.0 REFERENCES

UTS HR Policy Manual & UTS Terms and Conditions of Service

4.0 DEFINITIONS / ABBREVIATIONS

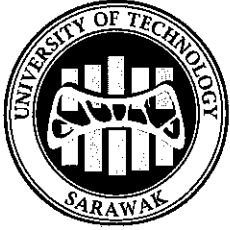
UTS : University of Technology Sarawak
 SOP : Standard Operating Procedure
 HOD : Head of Department
 HOP : Head of Programme
 HCAD : Human Capital and Administration Department
 VC : Vice Chancellor
 DVC : Deputy Vice Chancellor
 Dept. : Department
 IS : Immediate Superior

5.0 RESPONSIBILITY

- 5.1 It is responsibility of each staff to adhere and follow this SOP
- 5.2 All deans, HOP, HOD and director need to alert and aware of this SOP
- 5.3 HCAD need to ensure all staff follow this SOP

6.0 PROCEDURE

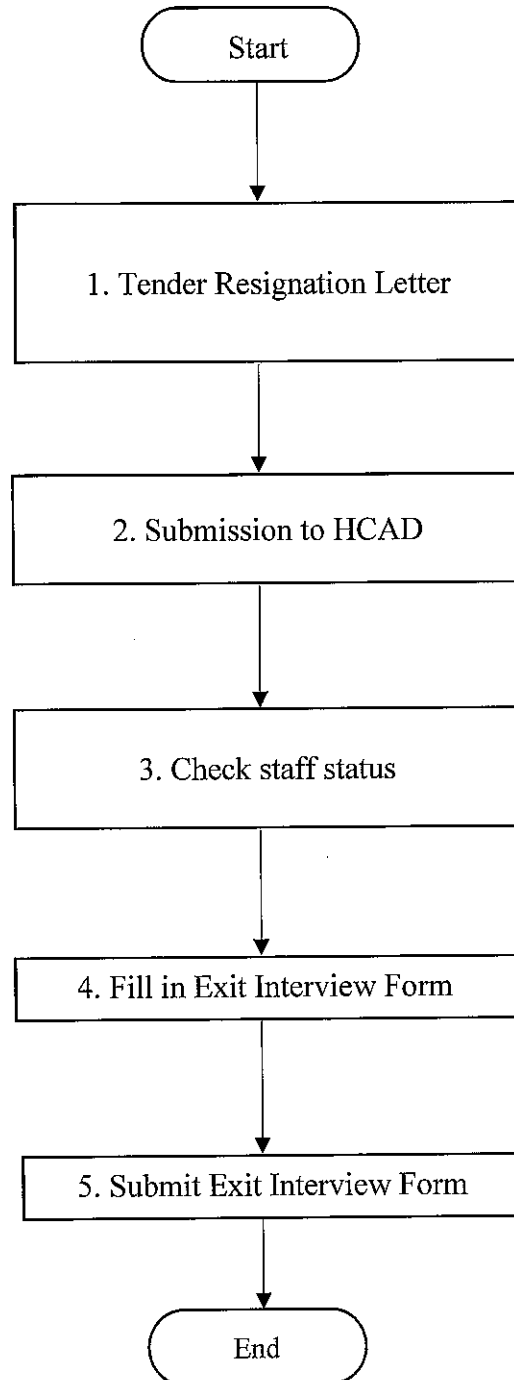
- 6.1 Refer to the process flow chart




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7.0 DESCRIPTION

No	Description	Person in Charge	Document
1	<p>Tender Resignation Letter: Staff submit resignation letter to their HOD/HOP/Deans or Director as follows:</p> <p>i. Academic Staff or Contract Staff (Academic)</p> <p>During probation period: One (1) month notice in writing before the end of each semester or one (1) month salary in lieu notice.</p> <p>After confirmation of service or contract staff: Three (3) months' notice in writing before the end of each semester or three (3) month salary in lieu of notice. Subject to approval from University.</p> <p>Remarks: The approval of resignation or termination may be differ for those academic staff under bonding with UTS and subject to Academic Staff Development Policy.</p> <p>ii. Non- Academic Staff or Contract Staff- During probation period or after confirmation of service: One (1) month notice in writing or one (1) month salary in lieu notice.</p>		Resignation Letter




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	<p>iii. VC/DVC- Six (6) months' notice in writing or six (6) month's salary in lieu.</p> <p>iv. Their resignation letter must through their HOD/HOP/Deans or Director.</p> <p>v. In case for staff not giving enough notice for resignation, they are requested to liaise with HCAD and all decision are subject to Registrar approval upon seeking consultation from the staff HOD/Dean and if necessary VC/DVC (Academic).</p>		
2	Submission to HCAD: All resignation letter must be forwarded to HCAD whether from IS or staff itself to get stamping & verification. The approval of resignation is subject to VC.		
3	After approving the resignation letter, HCAD would then check staff status in term of leave, medical expenses or debt with University (If any). HCAD will issue the acceptance of resignation letter.		
4	Staff are requested to fill in Exit Interview Form and need to adhere the condition of resignation letter, all University items need to submit to necessary department.		Exit Interview Form (UTS-HCAD-P04-EIF)
5	Staff need to submit Exit Interview Form to HCAD before the last day at University. HCAD will release last salary once Exit Interview Form is complete (Subject to approval by HCAD/HOD/Deans/Director)		Exit Interview Form (UTS-HCAD-P04-EIF)

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8.0 RECORDS

No	Title / Records	Location / Responsibility	Retention Period
1	Exit Interview Form (UTS-HCAD-P04-EIF)	HCAD Office	7 years
2	Staff File Personal	Staff	Permanent