

Voluntary vs. Involuntary Termination

What is the difference between these types of terminations?

Voluntary

How to Initiate

- Employee voluntarily wants to end their employment with RCUH
- Employee notifies supervisor/PI of voluntary termination

Reasons Include:

- Personal reasons (returning to school, relocation, etc.)
- Starting a new position
 - If starting a new RCUH position, contact Employment for a smooth transition

Important Notes

Employees should provide their supervisor with a letter of resignation to initiate a voluntary termination.

Involuntary

How to Initiate

- Project notifies employee of involuntary termination
 - Notify RCUH HR for disciplinary/performance reasons
- Project must provide Regular status employees with at least 10-days notice before last day of employment

Reasons Include:

- End of temporary employment
- Ineligible for work (visa expiration, etc.)
- Layoff (lack of work/funds)
- Discharge (disciplinary reasons, etc.)

Important Notes

- It's common for RCUH employees to be involuntarily terminated due to end of temporary employment or layoff.
- The reason behind an involuntary termination may affect eligibility for unemployment.

NEED HELP? Email RCUH Human Resources at rcuhhr@rcuh.com