

## Document in translation

### Procedures for the Termination of Employment

Dear Employee,

The termination of your employment at the University involves, *inter alia*, arranging several matters necessary to complete the termination of your employment at the University.

In order that you not be required to come later on to the University to return equipment, to fill out forms, or for any other practical or technical reason (though you are welcome to visit the University at your convenience), please review all of the instructions in this form and act on them as follows:

- 1 Returning equipment:** Please make certain to return all University-owned or other equipment or property that University employees receive in the framework of their position, including: mobile phone; keys to offices or to University property (both immovable and movable); laptop computer and communications equipment with a monetary value; tools; vouchers/credits with a monetary value (such as fuel vouchers, other types of vouchers etc.) as well as your employee card.
- 2. Electronic mail:** The employee must remove all personal emails of any kind from the email box that was made available to them as part of her/his employment. The employee must not erase, move or copy any professional materials, including emails or files that were prepared or received in the course of their employment.
- 3. Termination of contractual obligations:** Employees whose employment contract granted them rights conditional upon their continued employment at the University for a specified minimum period of time, and the termination of their employment precedes the stipulation in the contract, are asked to terminate any financial or other type of commitment as required in the agreement that they signed, such as: repayment of tuition fees received as part of the employment conditions specified in the contract; repaying all University participation in the funding of professional courses; and repaying

training grants that employees received for participation in professional courses, as specified in the application form for the receipt of training grants (hereinafter [Link to Employee Undertakings in the Application Form.](#))

4. **Repayment of loans/grants:** Employees who in the course of their employment received a monetary loan or a loan with a monetary value, and who have not completed the repayment of the loan; or employees who received a salary overpayment for whatever reason, whether in the framework of a salary advance, or due to resignation after having received full wages for their work, or due to debts that arose for other reasons (such as fines for the late return of books), are required to settle their debts and repay the loans before leaving the University.
  
5. **Termination of obligations vis-à-vis bodies outside the University:** Employees who in the framework of their position at the University made financial commitments to bodies that are outside the University and to suppliers, are requested to inform their supervisor of these future commitments, in writing. Employees should provide all relevant details pertaining to the said commitments, including: the body/ies to which the commitment was made; the essence of the commitment; the monetary amounts involved; and the schedule of payments.

**Good luck in your future endeavors!**

Division for Human Resources

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**Employee Declaration**

I hereby confirm that I have carefully read the instructions above and have acted accordingly. I know that I am obligated to return the equipment / funds / grants / loans received as part of my job, and I have been told that if for some reason I do not do so, the University may hold me liable for both direct and indirect damage arising from my failure to attend to the processes described above.

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
ID Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

(166) 03.24.19 [Management Directive 05-059](#)