



Policy Title Early Notification of Separation Policy	Original Adoption Date 7/01/2000	Policy Number HR-139
Responsible College Division/Department Human Resources	Responsible College Manager Title Vice President of Human Resources and Talent Development	
Policy Statement Full-time employees that have a minimum of ten (10) years of continuous full-time service at Lakeshore Technical College at the time of their separation, who give the College advance notification of their intent to leave LTC employment, may receive an early notification payment.		
Reason for Policy It encourages staff to notify the college of their intent to separate from service in a timely manner. To assist with staff planning.		
Cross References and Legal Review Reviewed/Revised: 12/20/01; 7/01/02; 6/14/05; 12/15/08; 1/22/13, 7/1/14; 1/9/19		
Legal Counsel Review and Approval: N/A Board Policy: III.A. General Executive Constraint, III.B. People Treatment, III.C. Compensation and Benefits		
Definitions		

See [Early Notification of Separation - Management, Support Staff & Faculty Procedure](#)