



<b>Policy Title</b> Early Notification of Separation Policy	<b>Original Adoption Date</b> 7/01/2000	<b>Policy Number</b> HR-139
<b>Responsible College Division/Department</b> Human Resources	<b>Responsible College Manager Title</b> Vice President of Administration	
<b>Policy Statement</b> 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.		
<b>Reason for Policy</b> It encourages staff to notify the college of their intent to separate from service in a timely manner. To assist with staff planning.		
<b>Cross References and Legal Review</b> Reviewed/Revised: 12/20/01; 7/01/02; 6/14/05; 12/15/08; 1/22/13, 7/1/14; 1/9/19		
<b>Legal Counsel Review and Approval: N/A</b> <b>Board Policy:</b> III.A. General Executive Constraint, III.B. People Treatment, III.C. Compensation and Benefits		
<b>Definitions</b>		

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