

UC Davis Personnel Policies for Staff Members

Separation Actions

Section 61, Release

Date: 8/25/08, reissued 11/19/13

Supersedes: 4/1/02

Responsible Department: Human Resources

Source Document: UC PPSM 61

61.A. GENERAL

Note 1--Probationary Employee. A supervisor has the authority to release a probationary employee at any time during the employee's probationary period. Consultation with an Employee & Labor Relations analyst is recommended prior to taking any action. A sample of a release letter is available at <http://www.hr.ucdavis.edu/Elr/manager-supervisor-toolkit/manager-supervisors-toolkit-helpful-links/manager-supervisors-toolkit-helpful-links/ReleasePPSM>.

Note 2--Limited or Casual/Restricted Employee. A supervisor has the authority to release a limited or casual/restricted employee prior to his or her end date. A sample of a release letter is available at <http://www.hr.ucdavis.edu/Elr/manager-supervisor-toolkit/manager-supervisors-toolkit-helpful-links/manager-supervisors-toolkit-helpful-links/ReleasePPSM>.

Note 3--Floater Employee. Temporary Employment Services has the authority to release a floater employee prior to his or her end date.

Note 4--Wage Payment. The department shall pay a released employee all wages owed at the employee's usual work location on the release date. See the Payroll Division instructions on the Web at <http://payroll.ucdavis.edu>.

61.B. AUTOMATIC TERMINATION

Note 1--Notice. When an employee is automatically terminated, no written notice is needed.