

Notice & Last Date of Service

A staff member may resign from his/her position by giving the required period of notice of resignation as specified in his/her letter of appointment in writing or by payment of salary in lieu of such notice to the University.

An academic/teaching staff member may resign from his/her position at the end of any teaching semester of an academic year by giving at least three calendar months' written notice in advance to the University, on the condition that, without any prejudice to the foregoing, the last date of service shall always fall on the last date of the teaching semester (i.e. the First or Second Semester end date as set out in the Academic Calendar for the same or following year immediately after the date the said notice is given); or payment of up to three months' salary in lieu of any shortfall of such notice to the University.

Leave shall not be included as part of the notice period of resignation.

A staff member on fixed term appointment with gratuity provision who resigns before completing the contracted period of employment will forfeit his/her contractual gratuity.