

PPSM POLICY 64 TERMINATION AND JOB ABANDONMENT

LOCAL IMPLEMENTING PROCEDURES

Responsible Units:	Employee & Labor Relations
Responsible Office:	Human Resources
Issuance Date:	January 9, 2018
Effective Date:	February 1, 2018
Scope:	Professional & Support Staff, regular status, non-probationary career only, and Managers and Senior Professionals

I. Summary

UC Santa Barbara's Local Personnel Policies for Staff Members (LPPSM) provide additional guidance and implementing procedures for the Systemwide PPSM. This local procedure provides additional information or procedural steps not included in the corresponding systemwide policy.

II. Definitions

Not applicable.

III. References

[PPSM 64 Termination and Job Abandonment](#)

IV. Responsibility

The Director of Human Resources is responsible for administering this procedure, in consultation with the Vice Chancellor of Administrative Services.

V. Procedure Text

- A. Approval of Termination Actions. Prior to issuing a notice of intent to terminate, the department supervisor or manager intending to take such action shall review the need for termination with Employee & Labor Relations.
- B. Response Extension. An employee may request an extension of the response period for a notice of intent by submitting a written request for extension to Employee & Labor Relations. The request for an extension must be made before the end of the response period. The decision to approve or deny the request will be provided to the employee in writing.