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## PROFESSIONAL STAFF EMPLOYEES - NONRETURNEES

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**PURPOSE:** To establish policies, regulations and procedures governing leave allowances for professional staff.

- I.** It is essential that professional staff not returning for “whatever reason” be identified and that evidence of such be initiated through appropriate correspondence.
- II.** Professional staff employees whose contracts are not going to be renewed must be notified in writing a minimum of 90 days before the end of their contract period. Once the letter of nonrenewal has been sent, the EAF will be initiated by the supervisor and routed through established channels.
- III.** Professional staff intending to resign must submit a letter of resignation to their supervisor. Once the letter of resignation has been received, the supervisor will initiate the EAF, attach a copy of the letter of resignation, and route it through established channels.
- IV.** Staff members who are eligible for retirement must state their intentions in writing and submit the retirement letter to their supervisor. Once this action has taken place, the supervisor will initiate the EAF, attach a copy of the retirement letter, and route it through established channels.
- V.** Regardless of the nature of the circumstances concerning the nonreturning of a professional staff member, it is essential that a copy of the appropriate correspondence be attached to the EAF before routing through the proper channels.
- VI.** All professional staff members not continuing in their respective positions at Boise State University must contact Human Resource Services regarding benefit information.