Separation Policy Crosswalk

Section	Add/Edit/Remove
3.3.2.3	Removed subsection, " Prior to separation, the employee should complete an exit interview with the Human Resources Department."
3.3.2.3	Removed, " (this does not need to be consecutive) as it relates to absence from work
3.3.2.4.1	Added, "then Department Directors may recommend that Human Resources designate the employee as ineligible"
3.3.2.5	Removed: "Prior to separation, the employee should complete an exit interview with the Human Resources Department."
3.3.4.2	Removed: "Prior to separation, the employee should complete an exit interview with the Human Resources Department."
SOP 3.0.i.c	Removed statement that “The employee’s last day worked shall be used for their termination date” from the last bullet under Resignation/Retirement (below).
SOP 3.0.ii.b	Revised procedure to mirror process for Probationary Separations
SOP	Changed wording from "HR Partner" and "HR Business Partner" to "Workday HR Partner" to improve readability
SOP	Changed wording from "employee's Department Director" and "employee's supervisor" to "Department Director" and "Supervisor" to improve readability
SOP 2.0 & 3.0	Created separate section titled "Expectations of Exiting Employees" from the Specific Procedures
SOP 2.0 iv	Revised wording to improve readability.