



CONSIDERATIONS PRIOR TO RESIGNATION

Teaching and Research Semesters in Balance

Where a Member's intended resignation date will occur when the ratio of teaching to research semesters is not 2:1, the Chair may change the assignment of remaining teaching or research semesters to achieve that ratio (art. 48.3).

Should a Member resign after they have taken research semesters in excess of the ratio of two teaching semesters to one research semester, they may be asked to compensate the University for any owed teaching (art. 48.4).

Vacation

Because vacation days for research and teaching faculty are not tracked, there will be no payout of vacation days not taken. Faculty members should arrange with their Chair/Dean to take any owed vacation prior to resignation (art. 48.6).

Professional Development Reimbursement

As non-taxable benefits, all goods purchased through the Professional Development Expense Account remain the property of the University (art. 43.62).

When you leave the university, you have three choices regarding equipment purchased within three years of your end date.

Details can be found on the [PDR Information Sheet](#)

Members who resign may submit a claim for reimbursement in the last month of their appointment (art. 43.53).

No claim may be submitted, regardless of the date at which the expense was incurred, after the Member has resigned, retired, or otherwise been terminated from the University (art. 43.57).

Any unused balance in a Member's Professional Development entitlement account at the time of the Member's retirement, resignation or termination as an employee of the University will revert to the University's general operating budget (art. 43.58).

Benefits and Pension

Visit the Human Resources website for information on the end of coverage of health benefits, transfer of your account out of the pension plan, and any other optional benefits or services coordinated by Human Resources:

<https://www.sfu.ca/humanresources/faculty/benefits/leaving-sfu.html>

For further information, please contact Human Resources: benefits@sfu.ca