

Effective Date: **June 1, 2015**

POLICY

EMPLOYMENT

Employee Handbook – Section 204 Termination Notices

RESPONSIBLE OFFICE

Human Resources

This Policy was revised as the [204 Employment Separations](#) Policy on July 1, 2026.

END OF POLICY TEXT

Additional Resources Regarding This Policy

Related Policies and Procedures

- [Employee Handbook Policies Manual](#) (staff)

- [Faculty Handbook](#) (faculty)

Related BU Websites

- [Human Resources](#)
 - [Manager Resources](#) - HR Website
 - [Exit Process](#)
 - [Performance Management](#)

THIS POLICY IS PART OF THE [EMPLOYEE HANDBOOK AND POLICIES MANUAL](#), AND SHOULD BE READ IN CONJUNCTION WITH ALL OF THE POLICIES THAT COMPRISE THE HANDBOOK. THE PROVISIONS OF THE EMPLOYEE HANDBOOK DO NOT CONSTITUTE AN EMPLOYMENT CONTRACT AND DO NOT ALTER THE AT-WILL STATUS OF AN EMPLOYEE.

Categories: Employment, Non-Represented Staff Keywords: contract funded position, dismiss, Employee Handbook, grant position, layoff, resignations, termination