



NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY

FACULTY HANDBOOK

UNIVERSITY POLICY

CHAPTER VIII

BENEFITS

Benefits information may be obtained at <http://www.ncat.edu/hr/benefits/index.html>

EXIT INTERVIEW

A permanent employee who is regularly scheduled to work 20 or more hours per week and plans to terminate employment will complete an exit interview with the Benefits Office. The employee's department administrator is responsible for scheduling the interview appointment at least one week prior to the effective date of the leave or termination. The employee may also contact the Benefits Office to schedule the exit interview.

Approved by the Board of Trustees

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