

61/Release From Casual/Restricted Appointment

I. REFERENCES AND RELATED POLICIES

UC-PPSM 61, Release During the Probationary Period or From Limited, Casual/Restricted and Floater Appointments

II. POLICY

Employees serving a casual/restricted appointment may be released at any time at the sole discretion of the manager or department head. The employee shall be notified, in writing, of the release by their immediate supervisor. Departments should consult with the Student Employment Office regarding the release of an employee.

III. PROCEDURE

At the time of the release, the employee should be provided with a Letter of Release, in writing, by their immediate supervisor or department human resources office. Upon releasing an employee, the department should send a copy of the Proof of Service and Letter of Release to the Student Employment Office. Templates for both of these can be found [here](#). In addition, the division or department must pay to affected employees all monies owed at the time of the release.