

## **Employee Exit Guide (Resignation & Retirement)**

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The following information is provided to assist employees who have voluntarily resigned or retired from their employment with Albert Einstein College of Medicine. A resignation is a voluntary termination of employment initiated by the employee.

### **Giving Notice of a Resignation/Retirement**

- If you elect to resign or retire from employment, we request that you provide at least two weeks advance notice of the intended separation date. We appreciate as much advance notice as possible. Please be mindful that vacation days or personal days (if applicable) may not be included in the notice period. Your notice of resignation or retirement must be provided to your supervisor in writing.
- The resignation letter is a formal notice to your department and Einstein, informing of your intent to end the employment relationship. The resignation letter must identify your last day of employment. Similarly, if you are retiring, you should provide the department with notice of your intent to retire, including your last day of employment.

### **Exit Survey/Interview**

- In order to continue improving our work environment, we encourage you to participate in our Exit Survey. The survey will be emailed to you from the Employee Relations team. We are interested in your honest opinions both favorable and unfavorable.
- If you prefer to schedule an in person meeting or telephone call to discuss your responses to the survey, please contact the Employee Relations team so that a time can be arranged.

### **Return of Einstein Property**

- You are responsible for returning all Einstein property to your supervisor, including identification card, keys, electronic equipment, etc., no later than your last day of employment.
- If you have a payroll deduction for parking, you must return access and authorization materials to the Security Office.

### **Email & Voicemail**

- Check with your supervisor as to what type of voicemail message/out of office message should be set up on your phone and email so that people are aware of who to contact in your absence.

### **Final Paycheck and Payments**

- Your final paycheck will be issued on the next regularly scheduled pay date following your separation from employment. Final payment and payout of unused vacation days (if applicable) will be issued as “paper” checks, therefore, please ensure we have your current postal address. You can update your address using [Self Service Banner](#) (on the Personal Information page choose ‘Update W2 Address’) prior to your last day of employment. You may also contact the Payroll Team to update your information.
- We suggest that you print/save to a personal device, copies of your past paychecks from the portal, prior to your last day of employment.

## Sick Leave and Personal Days

- Any unused accrued sick leave and/or personal days, will not be paid upon separation from employment.

## Benefits

- For information regarding your benefits coverage, please refer to the contact information below:

### **1199 SEIU represented employees, please contact:**

- Healthcare: (646) 473-9200
- Training and Employment: (212) 643-9340
- Child Care: (212) 564-2220
- Pension and Retirement: (646) 473-8666
- Financial and Social Services: (646) 473-9200
- For members outside of New York City please call: (800) 575-7771

### **NYSNA represented employees, please contact:**

- Benefits Fund: (800) 342-4324 or (518) 869-9501 or [benefit@rnbenefits.org](mailto:benefit@rnbenefits.org)

### **All other employees (i.e. non-union), please contact:**

- Albert Einstein College of Medicine Benefits Office: (718) 430-2547 or [benefits@einstein.yu.edu](mailto:benefits@einstein.yu.edu)

## Change of Address

- During the next tax year, if you happen to change your address, notify the Payroll Office in writing/ email, so that your W-2 tax form and other information can be sent to your correct address in a timely manner.

## Employment Verification

- The Work Number is an automated employment verification service that allows you to have your dates of employment, job title and income verified within a matter of minutes. This fast, secure service can be used for reference checks. The service may be accessed by telephone **1-800-367-2884**, or go online at [www.theworknumber.com](http://www.theworknumber.com). You will need the institution code 17765 for Einstein employees hired after 9/09/15. For Einstein employees hired prior to 9/09/15, you will also need institution code 13598 (Yeshiva University).

## Contact Information

If you have any questions regarding the Exiting Process, please speak with your supervisor or contact a member of the Employee Relations team.

## Employee Relations Office

Anna Gartner  
Employee Relations Specialist  
(718) 430-3771  
[Anna.Gartner@einstein.yu.edu](mailto:Anna.Gartner@einstein.yu.edu)

Robert Cancellieri  
Director of Employee Relations  
(718) 430-2551  
[Robert.Cancellieri@einstein.yu.edu](mailto:Robert.Cancellieri@einstein.yu.edu)

## Payroll Office

Daryl Haley  
Payroll Manager  
(718) 430-2016  
[daryl.haley@einstein.yu.edu](mailto:daryl.haley@einstein.yu.edu)