



Resignation

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1.0 POLICY

A minimum of two (2) weeks notice is expected of all resigning personnel except for department directors, who shall give a minimum notice of 30 days. Where the positions are of a highly skilled or technical nature, and/or where replacement may require extensive screening, a notice greater than two (2) weeks is desirable.

2.0 DEFINITIONS

None.

3.0 PROCEDURE / RULE

- 3.1 All notices of resignation should be in writing.
- 3.2 Resignations should be directed to Department Directors or in the case of Department Director to the County Manager or the appropriate appointing authority.
- 3.3 Three consecutive days of absence without contacting the immediate supervisor or Department Director is considered to be a voluntary resignation.
- 3.4 Vacation pay will be retained by the County if a minimum of two (2) weeks notice is not worked. Vacation time cannot be substituted for actual work time.
- 3.5 "Physical" receipt of a resignation statement is deemed acceptance by the employer.

4.0 APPENDIX / APPENDICES

None.