

SECTION 2.12: RESIGNATION

- A. To resign in good standing, an employee is expected to submit a letter, duly signed and dated, to the supervisor and Department Head expressing the reason for resignation and the effective date of the resignation. The resignation letter is expected at least two weeks in advance of the effective termination date. Top management employees are expected to provide at least four weeks advance notice. Failure to give proper notification may result in ineligibility for future reinstatement or employment with a County Appointing Authority.
- B. With departmental approval, an employee may extend the date of separation through the end of the month in which the employee last worked by using accumulated vacation leave. However the position cannot be filled until a vacancy occurs.
- C. The Department Head or designee shall immediately forward the resignation notice to the Human Resources Department. Human Resources will execute the personnel action terminating the employee, including updating all personnel and payroll records.
- D. An exit interview with the resigning employee should be scheduled, conducted and documented by Human Resources on or before the effective date of resignation.
- E. Information regarding the insurance benefits for employees who are terminating is explained in Section 5.2.H. Group Health Insurance Benefits.

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