

## **RESIGNATION POLICY**

Employees are expected to notify their supervisor of their intent to resign a minimum of two weeks in advance of the final day of employment. Employees are encouraged to inform their supervisors of their plans or intent to resign as early as possible to facilitate orderly replacement planning and training. Employees are encouraged to submit their resignation in writing.

The Director has the authority to modify the resignation date in an effort to manage budget dollars. The Director will evaluate resignation dates incorporating annual leave and/or comp time and such may be approved or disapproved. A resignation date which is a holiday will not be approved unless the holiday falls on the last day of the month.

*Adopted on April 23<sup>rd</sup>, 2015*