

I. POLICY

An employee who resigns or retires will be required to provide written notice of his/her intent to resign or retire and the effective date thereof. The notification will be forwarded to the Personnel Department for processing.

An employee is asked to provide at least two weeks notice to his/her supervisor of his/her anticipated separation date. Except in cases where there are extenuating circumstances, resignation without notice or without adequate notice will make the employee ineligible for rehire and will not be deemed to be a resignation in good standing.