

Stark County Board of Developmental Disabilities

Policy 4.23 Resignation	Effective: 2/15/22
Chapter 4: Human Resources	Page 1 of 1

RESIGNATION

POLICY

Employees who plan to voluntarily resign shall notify their immediate supervisor in writing. Professional and management staff shall give a notice of at least one month. Other staff shall give at least a two weeks' notice.

Any employee who resigns is encouraged to give his/her reasons for resigning and to discuss with his/her supervisor any working conditions, which he/she feels are noteworthy.

In addition, the Human Resources Department will schedule an exit interview with each employee who voluntarily resigns or retires.

Failure to give proper notification may result in ineligibility for reinstatement.

Historical Resolution Information	Reviewer(s):								
<table><thead><tr><th>Date</th><th>Resolution Number</th></tr></thead><tbody><tr><td>10/24/15</td><td>10-58-15</td></tr><tr><td>1/22/19</td><td>01-03-19</td></tr><tr><td>2/15/22</td><td>02-10-22</td></tr></tbody></table>	Date	Resolution Number	10/24/15	10-58-15	1/22/19	01-03-19	2/15/22	02-10-22	Director of Human Resources
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