

# Grant County Personnel Policy

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APPROVED:  

for Richard Stevens, Chair, Board of County Commissioners

06-22-15  
Date Signed

LAST REVISED:   /  /  

CONTACT: Human Resources

## 1005 – Resignation

- 1005.1 When an employee wishes to resign because of illness or for personal reasons, the possibility of a leave-of-absence may be explored if the employee has a good work record and has sufficient length of service.

Detailed information regarding Leave of Absence is located in Policy No. 800, Leave & Holidays.

- 1005.2 Written notice of an employee's resignation, including the anticipated last day of work, would be appreciated and should be given to his/her supervisor. An employee's last day of work will be considered the official date of separation from the County. It is suggested that the employee give at least two (2) weeks' notice before voluntarily resigning employment.
- 1005.3 The County reserves the option to provide an employee with pay in lieu of working the two (2) week notice period (see Policy No. 600, Rate of Pay/Compensation, Section 612, *Prohibition Against Severance Pay*).
- 1005.4 Employees are required to immediately turn in all County property, of any kind, upon separation of employment.