

ADMINISTRATIVE POLICY

The online version of this policy is official.
Therefore, all printed versions of this
document are unofficial copies.

RESIGNATION OF CLASSIFIED AND NON-INSTRUCTIONAL STAFF

Classified and non-instructional personnel give their immediate supervisor notice of resignation on the specified form [HUM-F030](#) at least two weeks (10 working days) in advance of the effective date of the resignation. However, the ten (10) working days may be waived by the Supervisor and the Human Resources Director for justifiable reason.

In the event an employee terminates without submitting a resignation, the immediate supervisor has the authority to terminate an employee on the basis of failure to report to the work station.

Associated Documents: Resignation Form [HUM-F030](#)

Implementing Procedures: None

Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
11/28/05		Initial Release

***** End of Policy *****