

County of Elgin

Human Resources Policy Manual

Code - **NU**

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Section: **12**

Subject: **Voluntary Resignation**

Policy Number: **12.80**

Date Approved: **Feb. 15/89**

Date Last Revision:

When an employee indicates the intent to resign he/she should be asked to prepare the notice of resignation in writing. It is understood that Management staff will be required to provide four (4) weeks notice in writing, where two (2) weeks notice in writing will be required for all others.

Employees who resign from the County will be interviewed either by the Department Head, or his designate, or another party in which the employee would be invited to offer reasons for leaving, suggestions for improvements in policies, working conditions or other matters, including general impressions of the employment with the County. The results of such interviews shall be forwarded to the Human Resources Committee as is appropriate.