

An employee wishing to leave County service in good standing shall, at least two weeks before leaving, file with his/ her Department Head a written statement as to the reasons for leaving and the effective date of resignation. This time frame may be waived at the discretion of the Department Head. A copy of the letter of resignation will be sent to the Human Resources Director and a copy will be retained in the employee's file.

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SECTION:

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SUBJECT:

RESIGNATION

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