

Resignation

Number: B-12

Revision:

Revision Date: 07/01/2017

1.0 POLICY

A minimum of two weeks' notice is expected of all resigning personnel. Where the positions are of a highly skilled or technical nature, and/or where replacement may require extensive recruitment, employees are expected to give a longer notice.

2.0 PURPOSE

Because the Town of Carolina Beach provides essential services to the citizens of Carolina Beach, it is critical that these services continue without disruption. Therefore, the Town expects as much notice as possible to fill the vacancy created by the resignation. Advance notice allows the department to begin the process of filling the vacancy, in some cases before the resigning employee leaves.

3.0 SCOPE

This policy applies to all Town employees

4.0 DEFINITIONS

None

5.0 ORGANIZATIONAL RULES

- 5.1 All notices of resignation will be in writing.
- 5.2 Resignations should be directed to Department Directors or in the case of Department Directors to the Town Manager.
- 5.3 Leave, of any kind, may not be used to extend the notice period nor can leave be taken on a terminal basis once notice of resignation has been given. For example, an employee with 80 hours of vacation on the books cannot take 80 hours of paid time off in lieu of a notice period or to extend the last date of employment. The employees last day of employment will be the last date the employee physically works.
- 5.4 Department Directors may choose to make resignations effective immediately upon receipt.

6.0 PROCEDURES

- 6.1 The department will forward the employee's resignation to the Human Resources Department for inclusion in the official personnel file.

7.0 APPENDIX, APPENDICES

None