

RESIGNATION

#440

1.0 Employees who plan to resign from Davis County should notify their supervisor or Administrative Officer as far in advance as possible so that final records can be processed and arrangements for replacement can be made.

2.0 All resignations shall be deemed to be accepted when received by a supervisor, Administrative Officer, or the Personnel Office. After an oral or written resignation is received, all employment rights to that position are void and if the individual requests to withdraw the resignation, it shall be subject to the Administrative Officer's discretion.

3.0 Whenever possible, an employee who resigns shall present the reasons for the resignation in writing to the Administrative Officer. A copy of the resignation shall be forwarded to the Personnel Office by the Administrative Officer.

4.0 Except for those assigned to rotating shifts, employees cannot designate their last day of work to be a holiday, Saturday, or Sunday.