

RULE XIX
Resignations

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3 Section A. Method of resignation

- 4 1. A merit system employee may resign in good standing by submitting a written resignation to the
5 employee's Appointing Authority, at least 14 calendar days before the effective date of the
6 resignation. A copy of the written resignation must be submitted by the Appointing Authority to the
7 Personnel Director with the payroll form terminating employment.
- 8 2. Failure of the employee to give 14 calendar days notice, unless the Appointing Authority consents
9 to a shorter period of notice, may be cause for an employee not to be recommended for future
10 employment with the County.
- 11 3. An employee who is absent from duty without authorized leave for three consecutive workdays
12 shall be considered to have resigned. Failure to notify the appropriate supervisor of the reasons for
13 an absence of three consecutive workdays or any employee who fails to report and return to duty
14 within three workdays after the expiration of a leave of absence or a recall after layoff, shall be
15 considered to have resigned, provided that the failure to give such notice was not caused by
16 unavoidable circumstances. Such separation shall be treated as a resignation without notice.

17 Section B. Undated and postdated resignations unacceptable

18 A resignation filed without an effective date or with a future effective date and not intended to be a
19 bona fide and voluntary resignation to be acted upon at the time of filing shall not be accepted as a
20 resignation. Each separation under such circumstances shall be deemed a discharge and the
21 provisions of these rules relating to discharges shall apply.

22 Section C. Required resignation

- 23 1. An employee in the merit system shall resign in writing or obtain a leave of absence without pay
24 prior to taking any part in the management of a political party or of any partisan political campaign
25 or prior to seeking or accepting nomination, election, or appointment as an officer of a political
26 club or organization or serving as a member of a committee of any such club or organization.
- 27 2. An employee in the merit system shall resign in writing, or obtain a leave of absence without pay,
28 prior to filing as a partisan candidate for any elective office or accepting an appointment to fill the
29 unexpired term of any elective office.

30 Section D. Written resignation not required of emergency, temporary, or seasonal employees

31 Separation of an emergency, temporary, or seasonal employee from the merit system at the end of
32 such employment period shall be deemed to constitute an automatic separation and need not be
33 accompanied by a written resignation.