

SECTION 28. RESIGNATION

28-1. Definition.

Resignation: An employee’s voluntary act to leave County employment.

28-2. Notice of resignation.

- (a) An employee should submit a written resignation 2 weeks before the effective date of the resignation. In unusual circumstances, an employee may submit an oral resignation.
- (b) If the supervisor accepts the employee’s oral resignation, the supervisor must note the date, time, and nature of the communication on the official form documenting the personnel action.

28-3. Withdrawal of resignation.

- (a) An employee may withdraw a resignation within 3 calendar days from the date the employee submitted the resignation.
- (b) The CAO may approve or deny a written request to withdraw a resignation that is submitted more than 3 calendar days from the date the employee submitted the resignation.

28-4. Appeal of resignation. An employee may appeal, under Section 34 or 35 of these Regulations, a resignation that the employee believes was involuntary or coerced. If the MSPB finds that an employee submitted a resignation under circumstances that caused the resignation to be involuntary, the MSPB will treat the resignation as a removal.

Editor’s note – The subjects covered in this section of the Personnel Regulations are addressed for bargaining unit employees in the current collective bargaining agreements as indicated below:

Bargaining unit	Articles of current agreements with references to resignation
Firefighter/Rescuer	None
OPT/SLT	8, Seniority 25, Resignation
Police	19, Sick Leave and Sick Leave Donor Procedure 56, Resignation