



5520 - Employee Resignation Policy

Policy Owner: Associate Vice President for Human Resources

Associated Procedure: Employee Resignation Procedure (HR Procedures Manual, page 25)

Date Adopted: April 8, 2003

Date Last Amended: December 11, 2018

Date Last Reviewed: December 11, 2018

As a courtesy to the College we ask that employees without written contracts give written notice at least two weeks prior to the effective date of resignation. Employees with written contracts must give written notification consistent with the terms of the written contract.
