

RESIGNATION

Q. What is the protocol for submitting my resignation? How much notice do I need to provide?

- A. Although there are some circumstances that allow otherwise, it is preferred that employees submit their resignation in writing to their supervisor, either by letter or e-mail. The original copy of the resignation letter should be forwarded to HR by the supervisor for the employee's personnel file. Receipt of the resignation letter by HR triggers separation activities such as:
- ◆ Notification to State Personnel to send COBRA information to the employee's home address;
 - ◆ Preparation for payment of unused vacation leave (any age) and sick leave (55 or older only). A final timesheet must be received before the final payout can be processed by Central Accounting.
 - ◆ Scheduling an exit interview with Human Resources.

Although there are no specific requirements in the NDE Personnel Rules and the bargaining agreement, it is professional courtesy to provide at least two weeks notice. Employees in professional positions should provide at least three weeks notice. Leadership Council Members and other upper-level administrators should provide at least one month notice, but more is strongly encouraged