
 Town of Swansboro	Personnel Policy		Separation and Reinstatement Resignation	
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	Supersedes:		Approved By: 	

ARTICLE VIII. SEPARATION AND REINSTATEMENT

Section 2. Resignation

An employee may resign by submitting the reasons for resignation and the effective date in writing to the immediate supervisor as far in advance as possible. Department heads shall give written notice of the intention to resign 30 days in advance of the effective date; for other employees the minimum notice requirement is two weeks. Failure to provide minimum notice shall result in forfeit of payment for accumulated annual leave unless the notice is waived upon recommendation of the Department Head and approval by the Town Manager.

Three consecutive days of absence without contacting the immediate supervisor or Department Head may be considered to be a voluntary resignation. Sick leave will only be approved during the final two weeks of a notice with a physician's certification or comparable documentation.