

**RULE XIX**  
**Resignations**

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4 Section A. Method of resignation

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

18 Section B. Undated and postdated resignations unacceptable

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

23 Section C. Required resignation

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

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

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