

DANIEL BOONE REGIONAL LIBRARY

SUBJECT: Voluntary Resignations

ADMIN 1-295

BOARD

SECTION: 200 – Employment Policies

Approved: 08/12/04

Revised: 05/10/12

Revised: 02/12/15

Reviewed: 02/15/18

Revised: 11/15/18

Revised: 08/13/20

POLICY

Daniel Boone Regional Library (DBRL) requests a one (1) month notice from supervisors and exempt employees and a two (2) week notice from all other employees. All resignation and retirement notices shall be submitted in writing to the employee's supervisor. In extenuating circumstances and at the discretion of the Executive Director, less than the time notification stipulated above shall be sufficient for the employee to remain in good standing for future employment or reference purposes. The Executive Director's decision will be made upon the seriousness of the need to resign prior to the specified notice period.

The notice period is a time for the organization to prepare for the employee's departure and assess the needs for a possible replacement. Therefore, PTO, Holiday or Personal Leave may not be used during a notice period unless approved by the Executive Director.

If an employee resigns and is rehired at a later date, that employee does not retain his/her longevity with regard to leave benefits.

PROCEDURES

The final paycheck will not be released until a Personnel Action form is submitted to the Financial, Payroll & Benefits Specialist as evidence of resignation. The final paycheck will be issued on the next regularly scheduled pay date.