

SOUTHWESTERN COMMUNITY COLLEGE	HUMAN RESOURCES/INFORMATION TECHNOLOGY <b>RESIGNATIONS</b>	Policy 4.03.07
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## **I. RESIGNATIONS**

- A. Notice. Employees wanting to resign should provide written notice to their supervisor at least thirty (30) days prior to the effective date of resignation. The President or designee will confirm in writing the employee's resignation and effective date of resignation. Failure of the President to confirm the employee's resignation shall have no effect on the resignation itself. The failure to provide adequate notice may be considered if the employee reapplies with the College in the future and when references are provided for future employment.
- B. Resignation for Failure to Report to Work. Employees that fail to report to work for four (4) consecutive days without properly communicating to their supervisor the reasons for their absence will be considered a voluntary resignation.
- C. Rescission. Employees may not rescind a resignation unless permitted to do so by the President. Employees who wish to discuss concerns about continued employment before making a final decision to resign are encouraged to do so.
- D. Money Owed. If the employee owes money to the College at the time notice is provided, the employee must reimburse (or enter into an agreement to reimburse) the College the money prior to the effective date of the resignation.

Cross Reference: 4.03.04 – Right of Appeal  
4.03.08 – Reduction in Force / Involuntary Leave without Pay

Adopted: October 1992  
Revised: October 22, 2013  
March 23, 2021