

### UNIFIED PERSONNEL BOARD POLICY #8 **Resignation from County Service**

Although we hope your employment with Pinellas County Government will be a mutually rewarding experience, we understand that various circumstances do cause employees to voluntarily resign employment. The following policy sets out what the employee needs to do if the employee wishes to bring his/her employment with the County to an end for any reason including retirement.

#### 1. **Notice Requirements**

Resigning employees are expected to provide adequate notice of resignation to their Department Head or Appointing Authority.

A minimum of two weeks notice is generally expected but professional, technical, supervisory and managerial employees are encouraged to give a minimum of four weeks notice. Failure to provide appropriate notice may be considered in future hiring decisions.

#### 2. **Unauthorized Absence Considered Voluntary Resignation**

Any employee who fails to report to work for three consecutive days without notice to their supervisor or manager (or designated individual in accordance with department policy) may be deemed by the Appointing Authority to have voluntarily resigned and will not have a right to appeal or grieve such action. The Appointing Authority will give due consideration to reinstating an employee separated under this policy if, within a reasonable time after resignation, the employee provides to the Appointing Authority clear and convincing documentation establishing that his/her failure to timely contact the Appointing Authority to request leave at the time of the unauthorized absences is protected under applicable law.

#### 3. **County Property**

Resigning employees are required to return all County property to their department promptly. This includes County ID badge, access cards, credit cards, keys, computer/telecommunications equipment, tools, and other equipment.

#### 4. **Notice Period**

During the notice period, all employment policies and procedures continue to apply to the employee who is expected to comply with them and carry out the duties of his/her position. Failure to do so may subject an employee to termination.