

**Sussex County Community College**  
**Policy No.: 200.36**  
**Area: Human Resources**  
**Adopted: September 27, 2016**

**200.36 Resignation Policy**

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**PURPOSE OF POLICY**

To allow Sussex County Community College (“College”) sufficient time for filling job vacancies and for completing employment-related business prior to termination of employment.

**GENERAL STATEMENT OF RESIGNATION POLICY**

An employee who voluntarily resigns his/her position is required to provide a minimum of two (2) weeks written notice of the intended resignation.