

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

200.36 Resignation Policy

PURPOSE OF THE 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.