

POLICY NAME RESIGNATION

POLICY NUMBER 2.1.10

CATEGORIES

DATE PROPOSED: 8/10/18

DATE OF VOTE: 8/22/18

ACCEPT (Y/N): Y

Every non-supervisory employee is expected to give his/her supervisor at least two weeks written notice of intent to resign their position. Employees occupying management and administrative positions are expected to provide at least three weeks written notice.

If an employee is absent for three (3) or more days without notifying their supervisor, it will be assumed that they have voluntarily resigned their position at the Ice Sports Center and written notification of such will be sent to the employee after the third consecutive unexplained absence.

COMMENTS: