



Policy 3.9	Resignation/Voluntary Separation of Employment		
<u>Effective Date:</u> 9/14/10	<u>Applicable Law/Statute:</u> None	<u>Source Doc/Dept.:</u> None/HR	<u>Authorizing I.C. Sec:</u> None
<u>Last Amended Date:</u> 2/28/12, 7/9/13, 3/25/14			

RESIGNATION/VOLUNTARY SEPARATION OF EMPLOYMENT

3.9

POLICY

It is the policy of DuPage County to establish procedures for employees who voluntarily separate their employment with the County.

ELIGIBILITY

- All employees under County Board Jurisdiction regardless of employment status.

GUIDELINES

- A. An employee who voluntarily separates their service with the County should submit a written resignation to their Department Head or Supervisor at least ten (10) working days prior to the effective date of the resignation, if applicable.
- B. When adequate notice of separation is provided, an exit interview is generally scheduled and conducted by a Human Resources Representative.
- C. The Department Head may, at their discretion, choose to set the date for actual termination.

PROCEDURES

1. As soon as a resignation is received, the supervisor should contact the Human Resources Representative to obtain the information necessary to complete the employee separation paperwork. Any paperwork should be forwarded with the letter of separation, if applicable, to Human Resources.
2. Upon receiving notice of an employee's separation, the Human Resources Representative will contact the employee to schedule an exit interview. The purpose of the exit interview is to gather information regarding the employee's reason(s) for leaving the County, and to allow the employee the ability (anonymously, if preferred) to share any ideas or opinions they may have to improve their Department or the County as a place to work.

3. Prior to the employee leaving, the supervisor should collect all County property entrusted to the employee, including, but not limited to, identification badge, keys, phones, pagers, employee handbook, uniforms, tools, files, equipment, etc.
4. Upon an employee giving notice, the last day worked will determine the date of separation from employment. An employee may not schedule or use vacation time, sick time, personal time, compensatory time or other available leave time past their last day worked to extend their length of service.
5. Employees will receive payout of vacation and sick time in accordance to Personnel Policies (Policy 5.2, Personal Days, Policy 5.3, Vacation Time, Policy 5.4, Sick Time)