

## **LCCS POLICY 425**

### **Resignations**

<b>Original Issue Date:</b>	12/10/1996
<b>Revision Dates:</b>	1/27/1999, 9/20/2010, 3/3/2021
<b>Revision Number:</b>	3
<b>Current Effective Date:</b>	3/3/2021
<b>Obsolete/Combined Date:</b>	
<b>Reason for Obsoleting/Combining:</b>	
<b>See new Policy #:</b>	

<b>Scope:</b>	All LCCS Employees
<b>Responsibility:</b>	Executive Director & Director of Human Resources Division
<b>Purpose:</b>	To outline the process for submitting and processing employment resignations
<b>Legal Cite:</b>	O.R.C. §5153.11

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### **POLICY STATEMENT**

LCCS employees will convey their intent to resign in writing.

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### **PROCEDURE**

Employee should notify both the immediate supervisor and the Human Resources Department at the earliest possible time when s/he has decided to resign.

Employee will contact Human Resources Department to obtain and complete a Resignation Form and/or to submit a written resignation.

Employees should submit their resignation listing the effective date in accordance with the expected notification period.

- Supervisory & Administrative Positions Four (4) weeks notice.
- Caseworker Positions: Three (3) weeks notice.
- Other non-casework/non-professional positions: Two (2) weeks notice.

If an employee submits a written resignation with a four (4) or more week notice to the Human Resources Department, s/he may schedule up to two weeks of earned vacation/compensatory time (weeks five and six). All time in excess of the two weeks of vacation/compensatory time will be cashed out following the last day of paid status in accordance with applicable policies and procedures.

The Executive Director or designee will acknowledge and accept the employee's resignation in writing.

Once the Human Resources Department issues written acceptance of the resignation, the employee may not rescind the resignation without the express written consent of the Executive Director or designee.

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## **CASE PRACTICE GUIDES**

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## **RELATED POLICIES and FORMS**