

# MADISON COUNTY, VIRGINIA PERSONNEL POLICIES MANUAL

## SEPARATIONS

<b>POLICY NO.</b>	13.1	<b>EFFECTIVE:</b>	01/02/2024
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A. An employee may be separated from County service by any one of the following methods:

1. Resignation - Voluntary separation initiated by an employee who chooses to leave County service
2. Layoff - A temporary or indefinite reduction in the workforce due to economic conditions, lack of work or funds, County or department reorganization, or other appropriate reasons, initiated by the County.
3. Dismissal - Involuntary separation initiated by the County as a result of an employee's unsatisfactory work performance or misconduct.

B. Regular full-time employees may be eligible to apply for:

1. Retirement - The provisions of the Virginia Supplemental Retirement System shall apply.
2. Disability Retirement - Separation initiated by the employee or by the County when an employee is unable, for health reasons, to continue to work. Depending on the circumstances, the employee may be eligible for disability retirement in accordance with the provisions of the Virginia Retirement System.