

MADISON COUNTY, VIRGINIA PERSONNEL POLICIES MANUAL

RESIGNATION

POLICY NO.	13.2	EFFECTIVE:	01/02/2024
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- A. An employee desiring to resign in good standing shall submit a signed written notice, to include the effective date, to the employee's supervisor at least 14 calendar days prior to the effective date of resignation. Certain employees may be required to give a 30 day notice. The Department head and the employee resigning, by mutual consent, may waive or modify the requirement for advance notice.
- B. An employee who has submitted his/her resignation may be continued in his/her position as though the resignation had not be filed, on his/her written request for authorization to withdraw the resignation, filed before the effective date thereof, with the approval of the County Administrator, unless the position has been filled in the meantime.
- C. Failure to comply with Section 13.2.A of this policy may be entered on the employee's personnel records and may be grounds for refusal to re-employ the employee.