

# **MADISON COUNTY, VIRGINIA**

## **PERSONNEL POLICIES MANUAL**

### **RETURN OF COUNTY PROPERTY**

<b>POLICY NO.</b>	13.6	<b>EFFECTIVE:</b>	01/02/2024
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- A. Employees are responsible for all property, materials, and written information issued to them or in their possession or control. Employees must return all County property that is in their possession or control in the event of separation from County employment, or immediately upon request, to the Department head or other County authorized designee.
- B. The County may withhold from the employee's accrued holiday leave and paid time off payouts the cost of any items that are not returned in proper condition. The County may also take all action deemed appropriate to recover or protect its property.