

9.01 RESIGNATION AND RETIREMENT

A. Notification

An employee choosing to retire or voluntarily resign from employment shall notify his/her immediate supervisor, in the form of a formal letter of resignation or retirement *at least*:

- a) two (2) weeks in advance of the effective date of resignation, or
- b) two (2) *months* in advance of effective date of retirement.

The letter shall include the effective date of the resignation or retirement and shall be signed and dated by the employee.

B. Failure to Notify

Failure to comply with the notification requirements may result in ineligibility for rehire.

C. Acceptance of Retirement

All retirements must be formally approved by the Board of Commissioners or County Administrator.

