

	City of Cedar Park Human Resources Policy Manual		
	Resignation		
	Number: H-1	Revision: 1	Effective Date: 5/10/2018

1.0 Policy

It is the policy of the City that an employee may resign at any time and for any reason, and the City reserves the right to terminate employment at any time and for any reason. (Also refer to *Employment-At-Will* Policy).

2.0 Procedure/Rule

2.1 An employee is encouraged to give written notice of his/her intent to resign his/her position with the City. A minimum of two weeks' notice from all resigning personnel is desired. Where the position is of a highly skilled or technical nature and/or has supervisory and managerial responsibility, an employee is encouraged to give an earlier notice.

A resignation shall be directed to the immediate supervisor. A resignation shall be accepted by a Department Head or designee. A Department Head resignation shall be submitted to the City Manager. A letter of resignation from each resigning employee shall be sent to the Human Resources Department for processing.

2.2 Last Working Day. The last day of employment shall not fall on a City designated paid Holiday.

2.3 Pay in Lieu. The City reserves the right to accept notice of termination immediately or before the employee-designated notice period expires. Any pay in lieu of notice in such situation is at the sole discretion of the City.

2.4 Human Resources also may conduct an exit interview prior to the employee's final day of employment.

2.5 Job Abandonment. An employee who is absent without approved leave for three consecutive workdays (24 consecutive work hours or 36 consecutive work hours for a shift firefighter) shall be considered as abandoning his/her position and to have voluntarily resigned his/her position.

This provision does not preclude a supervisor from taking disciplinary action, up to and including termination of employment, any time within an employee's unauthorized absence.