

**Camden County Library District
Policy Manual**

**Section 1. Employees
Subsection 28. Resignation and Job Abandonment**

RESIGNATION

In order to resign in good standing, an employee must give adequate notice of his/her intent to resign in writing.

The termination action of an employee who fails to give adequate notice shall bear the following notation: "Resignation accepted with prejudice due to inadequate notice." An employee who gives less than adequate notice before resigning shall forfeit accrued vacation leave. Adequate notice for the purpose of these provisions shall be construed to mean two (2) weeks for non-professional positions and four (4) weeks for professional and administrative positions.

Failure to give adequate notice shall be sufficient reason to deny an applicant employment at a later date.

The Director may recommend the release of an employee at the earliest possible date when an employee requests such consideration. Payment of accrued vacation leave will depend on Board approval in such cases.

JOB ABANDONMENT

An employee who is absent from duty for three (3) days without notification to his/her immediate supervisor or Director or without official authorization for the absence may be deemed to have abandoned his/her position and resigned without notice. Written notice that job abandonment has occurred shall be mailed to the employee at his/her last known address within five (5) days of the effective date of the job abandonment. If acceptable extenuating circumstances are presented in writing within five (5) days of the date of the notice or job abandonment, the Director may rescind the job abandonment and grant such leave as is found to be appropriate under these rules.