

**NONPROFESSIONAL PERSONNEL  
RESIGNATION**

*Date Reviewed/Approved:* 12/03/2007    *Policy Number:* 7901

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*Rescinds Policy Number:* GCO

*Issued:* 02/28/1979, 04/19/2004

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Employees desiring to terminate their services shall submit no less than a two-week notice. The notice and/or resignation form shall be submitted in writing to the immediate supervisor who shall forward the request to Human Resources.