



Resignation

[Owner: Office of Human Resources]

Employees resigning voluntarily are expected to give notice in writing to their supervisor. One (1) month notice is expected for a Director or member of senior management and two (2) weeks for all other employees. Employees may not use paid sick leave or vacation to fulfill the notice requirement. The Diocese reserves the right to accept an employee's resignation on or before the end of the notice.

The supervisor is required to forward the written notice to Human Resources immediately upon receipt.

Employees will be paid through the last day worked and for any unused paid vacation balance at the time of termination according to state law. Employees will be given notification of benefit termination and continuation rights, if applicable, according to benefit regulations and Diocesan policy.