# 570.150 EXEMPT RESIGNATIONS POLICY

An employee is requested to submit notice of their resignation at least 30 days prior to the intended date of separation.

Supersedes 4.P.13

Adopted by the board of trustees: 9/12/01

Renamed and approved by the board of trustees: 9/19/07

Last reviewed: 9/6/19

Policy contact: Human Resources

Related policies and procedures

1570.150 [Exempt Resignation Procedure](https://www.wvc.edu/humanresources/policies-procedures/500-human-resources/570.150-exempt-resignations.html)