

## **RESIGNATION OF SUPPORT STAFF**

*Code* **GDQB** *Issued* **12/01**

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**Purpose:** To establish the basic structure for the resignation of support staff members.

A support staff member who wishes to terminate his/her employment with the center may submit a letter of resignation to his/her supervisor. The supervisor will forward the request to the director. The staff member must submit this letter two weeks before the desired termination date.

The director will present a list of such requests to the board of trustees as appropriate.

Adopted 12/18/01