


<p style="text-align: center;"><b>TOWNSHIP OF VERONA</b> <b>COUNTY OF ESSEX, NEW JERSEY</b></p>  <p style="text-align: center;"><i>POLICIES AND PROCEDURES</i></p>	Policy Title:	Resignation
	Policy Reference No:	4-11
	Release Date:	20 March 2023
	Approved By:	Joseph D'Arco, Township Manager
	Authority:	§ 36-1 (C)
	Revision History:	2
	No. of Pages:	2
	Applicability:	All Employees

Any employee who wishes to resign from the service in good standing shall provide his/her supervisor at least two (2) weeks' prior written notice of his/her intent to resign, unless the Township Manager requires a longer notice or agrees to a shorter notice. Said two (2) weeks' notice shall be in addition to the employee's entitled accrued vacation and sick leave time. An employee failing to give at least two (2) weeks' notice shall forfeit his/her accrued vacation time or any type of compensation in lieu of vacation. The supervisor shall indicate his/her approval or disapproval of the employee's resignation notification and forward it to the Township Manager, who may reject it or accept the resignation. No resignation shall become effective until it is recommended for approval by the employee's supervisor and approved by the Township Manager.

Any employee who does not submit his/her resignation in compliance with the provisions of the Township Code, or whose resignation is not approved by the supervisor and the Township Manager, or who is absent from work for a period of five (5) or more consecutive days without notifying his/her supervisor of the reason for his/her absence and of his/her intention to return to work, may be considered as having resigned without notice and not in good standing. Any employee who fails to return to his/her duties within three (3) days after the expiration date of an unauthorized leave period without notifying his/her supervisor shall be considered as having resigned without notice and not in good standing, provided that the failure to give notice was not caused by unavoidable circumstances.

An employee who leaves service without resignation in good standing shall have the fact entered in his/her personal record. If the situation warrants it, he/she may be deprived of the right to apply for reemployment to service at a future date (unless otherwise required by Civil Service rules) and he/she may be denied the privilege of a satisfactory reference from the officials of the Township.

During the last two (2) weeks, the employee may not use paid time off except paid holidays unless granted by the supervisor. The supervisor will prepare a Personnel Action Form showing any pay or other money owed the employee. On the employee's last day of work, prior to receiving the final paycheck, the employee must return his/her Employee Identification Card, all keys and equipment.

Employees providing two (2) weeks' notice of resignation may be asked to leave employment prior to the end of the notice period. In such cases, the employee will be provided with all accrued

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but unused vacation and personal time. The Township may decide whether to pay the employee for remainder of the two (2) week notice period.

Employees shall always receive pay for accrued compensatory time earned in accordance with the Township Code or the requirements of a collective negotiations agreement or employment agreement as required by law.

If an employee voluntarily leaves employment with the Township within twelve (12) months of reimbursement by the Township for educational assistance, the employee will be required to repay the Township for all tuition expenses paid by the Township.

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<b>Revision No.</b>	<b>Revision Date</b>	<b>Nature of Revision</b>	<b>Approved By</b>
1	6 January 2023	Changed approver from Cavallo to D'Arco	JD
2	20 March 2023	If employee voluntarily leaves employment within 12 months of reimbursement for tuition employee must repay Township. Changed from 24 months (rev 1.) to 12 months (rev 2.)	JD