

## **RULE 13**

### **RESIGNATIONS**

#### **13.01 Purpose**

The purpose of Rule 13 is to allow employees to voluntarily separate employment. (CSC 12/15/15)

#### **13.02 Resignation**

An employee may resign employment by submitting their resignation in writing or on the record at a hearing conducted by a Commissioner of the Civil Service Commission. A resignation shall be effective immediately or upon a date stated in the resignation. (CSC 12/15/15)

#### **13.03 Withdrawal of Resignation**

An employee may request to withdraw a resignation within five calendar days after the employee gives notice of resignation. (CSC 12/15/15)

#### **13.04 Resignation by Abandonment of Position (CSC 2/24/09)**

The unexcused absence of an employee from duty for a period of three successive work days or longer, will be considered a resignation. (CSC 2/24/09)

#### **13.05 Resignation by Acceptance of another Position in the City Service**

Whenever an employee of any position in the classified service of the City accepts appointment to a position of another class, the employee will be considered to have resigned from their former position.

#### **13.06 Failure to Return Following Suspension or Leave of Absence**

Failure of an employee to return to their position on the date of expiration of suspension or leave of absence will be considered a resignation. (CSC 2/24/09)