8D. **Retirement or Resignation from Employment**

If an employee chooses to resign or retire, it is anticipated that the employee will give Morrow County as much notice as possible — preferably a minimum of two weeks. When giving your two-weeks' notice, vacation, personal, or sick days should not be used in lieu of notice. If you do not give two-weeks' notice of your intent to leave Morrow County, you will not be eligible for re-employment at a later date.

Employees who miss three or more consecutive workdays without contacting their immediate supervisor are typically considered to have resigned their employment.

If the employee's decision to resign is based on a situation that could be corrected, the employee is encouraged to discuss it with their Supervisor before making a final decision.

Employees must return all Morrow County property, including phones, computers, identification cards, credit cards, keys, and manuals, to their Supervisor or Human Resources on or before their last day of work.