

3.18 Resignation

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to require written notification of a voluntary resignation.

Procedure:

Resignation is a voluntary act initiated by the employee to terminate employment with Licking/Knox Goodwill Industries, Inc. Although advance notice is not required, Licking/Knox Goodwill Industries, Inc. requests at least two weeks written notice of resignation.

Prior to an employee's departure, an exit interview will be scheduled to discuss the reasons for resignation and the effect of the resignation on benefits.

If an employee does not provide advance notice as requested, the employee may be considered ineligible for re-hire.

Refer to Policy 3.08, *Personnel Vacancies* for terms of rehire