

Subject:		Issued By:	
RESIGNATIONS		HUMAN RESOURCES	
		Approved By: Kathleen R. Hurtado President & CEO	
Policy #:	Issue Date:	Revised Date:	Effective Date:
517	August 1, 2005	July 8, 2008	July 8, 2008

Reference: Revised and adapted from LAC + USC Healthcare Network Policy #517 and original HRA Resignation Policy dated 2-23-1976 and updated as of 8-1-2005, and USC's Staff Hiring and Employment Policies/Voluntary Terminations Section dated July 1, 2005 and located here:

http://policies.usc.edu/policies/hiring_employment/terminations070105.pdf.

PURPOSE

To govern the submission of Staff Member resignations.

POLICY

In order to qualify to be re-hired by HRA at some future date, Staff Members must observe the following procedures when submitting a letter of resignation:

1. **TWO WEEKS WRITTEN NOTICE:** HRA Staff Members shall submit written notice of their intention to resign to the Human Resources Department and their Supervisor at least two weeks prior to the effective date of their resignation. Staff members who are Supervisors or department heads shall submit such notice at least four weeks prior to the effective date of their resignation;
2. **RETURN OF HRA PROPERTY:** All HRA Staff Members shall be held accountable by HRA's Human Resources Department for the proper return of all HRA property and/or confidential information to the appropriate department prior to termination of their employment;
3. **RESCINDING A LETTER OF RESIGNATION:** The rescinding of resignations shall also be made in writing and will be accepted by HRA at the sole discretion and authority of the President & CEO.

RESPONSIBILITY

Human Resources / Supervisors / All Staff-Members

REFERENCES

Los Angeles County Code, Section 5.12.020.3.C
DHS Policy #722