

Warren-Newport Public Library District **Staff Manual**

708 Resignation

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Resignation is a voluntary act initiated by the employee to terminate employment with the Warren-Newport Public Library District (WNPLD). Although advance notice is not required, WNPLD requests at least 2 weeks' written notice of resignation from nonexempt employees and 4 weeks' notice from exempt employees.

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.