

County of Gloucester  
Human Resources Manual

<b>CHAPTER:</b>	<b>3 - CHANGES IN EMPLOYMENT &amp; SEPARATION FROM SERVICE</b>	<b>ADOPTED: 3/7/06</b>
<b>SECTION:</b>	<b>5 - RESIGNATION</b>	<b>REVISED: 5/22/24</b>

The County recognizes three types of resignations:

- (1) **Formal** - written notice at least two weeks in advance of the effective date of the resignation.
- (2) **Informal** - oral resignation documented by the employee's department head or immediate supervisor and witnessed by a third party.
- (3) **Resignation by default** - an employee who is absent from duty for five or more consecutive working days without approval or notification (4A:2-6.2(b)) or has not returned to duty for 5 or more consecutive business days following an approved leave of absence (4A:2-6.2(c)).

**Employee:**

May resign in good standing after giving 14 days' notice, either written or verbal, to their department head. If less than 14 days' notice is given, the resignation will not be in good standing unless the Board of County Commissioners agrees to accept shorter notice (4A:2-6.1(a) and 4A:2-6.2(a)).

May choose to appeal to the Civil Service Commission when a resignation is alleged to be the result of duress or coercion (4A:2-6.1(d)).

**Department Head/designee:**

Requests that the employee submit a written resignation or if possible have the resignation confirmed by witnesses, should an employee resign orally.

Forwards written notification of an employee resignation to Human Resources by the next working day. At such time, the resignation shall be considered as accepted (4A:2-6.1(b)). For oral resignations, the names of any witnesses should be documented in the written notification.

**Human Resources Director/designee:**

May permit employees to rescind their resignations for good cause within 72 hours after submission.

Notifies the Commissioner Liaison and County Administrator/designee of employees who are considered to have resigned by default.

Prepares the appropriate NEW JERSEY CIVIL SERVICE COMMISSION documents to effectuate an employee hearing regarding an unapproved absence of 5 consecutive days to determine the final outcome of the case.

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Provides an employee with notice and opportunity to be heard in the case of a resignation not in good standing. An employee shall remain in an unpaid status pending the departmental decision. (NJAC 4A:2-6.2(d)).