

Hawkeye Area Community Action Program, Inc.	Policy # 506
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Resignations	Effective: April 28, 1983
	Revised: May 25, 2023
APPROVED BY: HACAP Board of Directors	

Policy Statement

An employee who is resigning shall submit his/her resignation in writing to Human Resources and copy it to the appropriate program manager and immediate supervisor.

An employee who wishes to resign in good standing shall give the agency written notice of at least two weeks prior to his/her last duty day. The CEO may agree to a shorter period of time in unusual circumstances.

All employees separated by the agency shall be paid all earnings authorized or due including any paid release time that has been earned. All agency property and keys must be returned promptly upon resignation to ensure the employee is leaving in good standing.

Process Manager

This policy was written by the Human Resource Department for use by all HACAP operations. Questions regarding this policy should be directed to the Human Resources Department at 319-393-7811.