

Revised: October 1, 2012; October 1, 2022; March 25, 2024; August 25, 2026

I. Resignations

1. An employee who intends to resign shall provide written notice to the employee's appropriate supervisor, Senior Leader, and Human Resources at least thirty calendar days before the intended final date of employment.
2. A contractual employee who does not wish to be considered for a new contract shall provide the same written notice at least thirty calendar days before the current contract expires.
3. If circumstances prevent thirty calendar days' notice, the employee shall provide notice as soon as practicable. The President or authorized designee may approve a shorter notice period.
4. The resignation must identify the employee's intended final date of employment.
5. A resignation is effective when received unless the employee and the President or authorized designee agree in writing to withdraw or change it. Human Resources shall confirm the final date of employment in writing. The College is not required to allow an employee to work through the proposed notice period and may establish an earlier final workday, subject to the employee's contract and applicable law.
6. A resignation may be withdrawn or changed only with the written approval of the President or authorized designee.
7. Failure to provide thirty calendar days' notice may be documented and considered when determining eligibility for reemployment, but the College will not withhold compensation required by law.
8. A resignation does not prevent the College from completing an investigation or disciplinary process, documenting findings, determining eligibility for reemployment, recovering College property, or making a report required by law or College policy.

II. Separation Responsibilities

Upon separation, an employee must:

1. Return all College property, including keys, identification cards, technology, equipment, purchasing cards, documents, and records;
2. Transfer College records and work-related information as directed;
3. Complete required Human Resources separation documentation; and
4. Satisfy any other applicable separation requirements.

Legal References: N.C.G.S. §§ 115D-5 and 115D-20; 1C SBCCC 200.94.