

Voluntary Separation

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Resignation

Employees should provide notice of intent to resign in writing to their supervisor. The supervisor will forward this notice to the Administrative offices. Resignation notices become a part of the employee's personnel file.

Four weeks' notice is requested from personnel in supervisory or managerial positions, or positions requiring an MLS. Two weeks' notice is requested from employees in all other positions. Longer notice is preferred whenever possible.

Retirement

Retirement benefits are determined by the Kentucky Retirement System. Employees are requested to give the Library notice on intention to retire as far in advance as practical. Employees with questions concerning their eligibility for retirement or benefits that may be paid to them during retirement should contact the Administrative offices.

Compensation For Accrued Time

Upon voluntary separation, compensation for qualifying unused leave will be added to the final payroll check or paid separately. This pay is not subject to Kentucky Retirement System withholding. In order to receive compensation for qualifying unused leave, the Library requires that a minimum of two weeks' notice is given.