

**CAROLINAS COLLEGE OF HEALTH SCIENCES
POLICY**

Board Policy

SUBJECT: RESIGNATION

REVIEWER: Board of Directors

POLICY

In order to allow time for securing a replacement, each employee is expected to submit a written resignation to his/her immediate supervisor. All full-time and part-time faculty and professional staff are expected to give at least four weeks' notice. Support staff are expected to give at least two weeks' notice.

APPROVAL

Name: _____ Title: Chair, Board of Directors Date: _____