



RESIGNATION PROCEDURE FOR COUNTY SUPPORT STAFF

County support staff members working in the County Extension Offices are employees of the University of Kentucky. When there is a change in county support staff members there are certain procedures that must be followed in order to have a smooth transition. There will be a minimum of delay in taking one support staff member off and putting another one on the University of Kentucky payroll if the procedures outlined below are followed:

- A 2-week notice should be given in the case of resignation. Agent should convey this information to Area Extension Director the same day it is received. **In the event sufficient notice is not given, University benefits may be withheld.**
- When notified of a resignation it is advisable that a plan be worked out whereby all earned vacation can be taken either intermittently before the last day of work or as terminal leave.
- Notify the Area Extension Director immediately. Furnish the following information:
 - Last Day of Work
 - Termination Date: this will be same as last day of actual work. All unused vacation days used as terminal leave must be reported on the Separation Sheet.
 - If vacation days are used as Terminal Leave Days, they cannot exceed the number of vacation days earned in a year.
- A letter of resignation must be submitted dated the day notice was first given. Include in this letter the last day of work and reason for resignation.
- A University of Kentucky Employee Separation Sheet must be filled out completely

Sample Resignation Letter

September 1, 20_____

Dear Mr. Davidson,

This letter is to inform you of my resignation as _____ of the _____ County Extension Office. My last day of work will be September 15, 20_____.

I have enjoyed working with you and the other staff members of this office. Due to family responsibilities and a better opportunity for advancement in my field of work, I must terminate my employment.

I thank you this important opportunity.

Sincerely,

***An employee must leave in good standing to be eligible for future employment with the University.**