



EL PASO COUNTY DEPARTMENT OF HUMAN RESOURCES

Voluntary Separation

Revised Date: October 24, 2016

When an employee decides to leave employment, he/she must submit written notice to their immediate supervisor, Elected Official/Department Head, and Human Resources Department at least two weeks prior to departure except for good cause shown as determined by the Department Head. Due to the sensitive nature and strategic importance of department operations, Department Heads must submit written notice to the Chief Administrator, or designee, at least four weeks prior to departure except for good cause shown as determined by the Chief Administrator, or designee. Once notice is given, the employee may not take leave without prior approval from the Department Head or their designee. Failure to comply with this policy may be cause for denying re-employment with the County. Where an employee resigns to avoid dismissal or suspension, the resignation may be accepted and the employee would not be subject to rehire.