

State Human Resources Policy #E24-110.01

Resignation

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

DEFINITIONS

Agency – The South Carolina Military Department/Office of the Adjutant General

Resignation – Written or oral notification by an employee of their relinquishment of employment. An employee who fails to report to work for three (3) consecutive workdays and fails to contact the Agency during this time period is considered to have voluntarily resigned.

FORMS

All forms noted for use in accordance with this Policy may be found at <https://scmd.sc.gov/state-operations/forms> under the “Human Resources” Section.

POLICY

1. Employees of the South Carolina Military Department (Agency) may submit their resignation orally or in writing.
2. Program Managers, Department Heads, or their designated representatives should accept an employee’s notification of resignation in the same manner as provided, whether written or oral. The Program Managers, Department Heads, or their designated representatives should confirm in writing the acceptance of any oral notification of resignation.
3. Once an Agency employee has submitted their resignation, the employee cannot withdraw, cancel or amend the resignation without the consent of the Adjutant General.
4. An Agency employee who fails to report to work for three (3) consecutive workdays and fails to contact the appropriate supervisory authority during this time will be considered to have voluntarily resigned. The Agency will automatically accept the resignation.
5. Any employee who voluntarily submits a resignation may not grieve or appeal the action under the State Employee Grievance Procedure Act.
6. Employees should provide their resignations with a minimum of two weeks’ notice.

PROCEDURE

1. Program Managers, Department Heads, or their designated representative will submit a copy of the resignation document or confirmation of acceptance of the oral notification, along with a Personnel-Payroll Action Request (PAR) Form, to the South Carolina Military Department’s State Human Resources Officer (State HRO).
2. The State HRO will maintain the records of all resignations.