

**PERSONNEL POLICIES AND GUIDELINES
CITY OF CLAY CENTER, KANSAS**

ARTICLE I. VOLUNTARY SEPARATION

I-1. Resignation. An Employee who terminates his or her employment voluntarily shall be terminated in good standing, providing the Employee gives a minimum of two weeks written notice, to his or her immediate Supervisor or Department Head. Under appropriate circumstances, a shorter period of notice may be approved by the Employee's Department Head.

I-2. Reinstatement. An Employee who was terminated in good standing, and who is re-employed within a period of 120 calendar days following separation, may be reinstated at not more than the salary he or she was receiving at the time of his or her termination. Upon reinstatement within 120 calendar days following separation, an Employee shall receive credit for all unused sick leave he or she had accrued as of the time of separation.