

MARSHFIELD PUBLIC LIBRARY

POLICY NUMBER: 4.410

POLICY TITLE: Voluntary Termination of Employment

ADOPTED/LAST REVISION: 6-11-96

- A. Any employee, in non-professional grades, who leaves employment by choice shall give his/her supervisor at least 2 weeks notice. Professional librarians shall give 30 days notice.
- B. Final pay checks for employees following termination of employment will be processed on the second pay day following the week of termination.

Reference: City Policy 3.410