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# Butte County Mosquito and Vector Control District

## POLICY MANUAL

**POLICY TITLE:** Resignations

**POLICY NUMBER:** 7100

**7100.1** To the extent permitted by law, District staff and Trustees shall keep confidential the circumstances giving rise to an employee's resignation from the District.

**7100.1.1** This policy is itself a public record which the District must release upon request.

**7100.2** To leave District service in good standing, an employee must file a written notice of resignation with the District Manager at least two weeks before the effective date. The District Manager may, however, grant good standing with less notice if he/she determines the circumstances warrant. Resignations may not be withdrawn without the District Manager's approval. Only employees that leave in good standing or as the result of a layoff as described in Policy Number 7095 shall be eligible for Hire Back pursuant to Policy Number 7105.