

LAC+USC MEDICAL CENTER POLICY

		Page 1	Of 2
Subject: RESIGNATION		Original Issue Date: 2/23/76	Policy # 536
		Supersedes: 5/9/17	Effective Date: 11/16/20
Departments Consulted: DHS Human Resources Human Resources Committee	Reviewed & Approved by: Attending Staff Association Executive Committee Senior Executive Council	Approved by:	
		(Signature on File) Chief Medical Officer	
		(Signature on File) Chief Executive Officer	

PURPOSE

To govern the submission of employee resignations.

POLICY

- Employees shall submit written notice at least two weeks prior to the date of resignation.
- All LAC+USC Medical Center employees shall be held accountable for proper return of assigned County property and reconciliation of accounts incurred or contracted in connection with their employment in the LAC+USC Medical Center. In order to comply with the Medical Center policy, employees, after submitting their resignation, shall exit-process through the DHS Human Resources.
- The rescinding of resignations shall also be made in writing and subject to the approval of the appointing authority.
- All non-County workforce members who terminate service with LAC+USC Medical Center are also required to return any assigned County property to their supervisor and complete the exit processing at the Onsite Human Resources office.
- Managers/supervisors must ensure access to information systems and other sensitive systems is immediately terminated for workforce members and employees who resign or terminate service with LAC+USC Medical Center.

RESPONSIBILITY

Administrators
Department Managers
Supervisors
All Employees

REFERENCES

Los Angeles County Code Title 5.12.020.3C

Subject: **RESIGNATION**

Effective Date:
11/16/20

DHS Policy #722, Resignations

REVISION DATES

August 1, 1994; October 20, 1998; April 9, 2002; April 19, 2005; September 30, 2008;
February 11, 2014; May 9, 2017; November 16, 2020