



SPECIAL ORDER



Series 2003	Number 59	Originating Bureau OFC	Effective Date 7/10/03	Expiration Date N/A
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Subject: **Written notice for Resignations**

1. Personnel intending to resign from the Department of Fire and Rescue Services must provide written notice to the Fire Chief through their immediate supervisor and the chain of command at least 10 working days prior to the employees last day of work..
2. The following is an excerpt from Howard County Code Section 1.119 “Separation other than dismissal”: (a) *Resignation.* (1) An employee who plans to resign from the classified service shall notify his or her immediate supervisor at least 10 working days prior to the employee’s last day of work. The appointing authority may deduct the equivalent in hours of one day from the employee’s accrued annual leave for each day that the notice given is less than required under this section.

Joseph A. Herr
Fire Chief