
STATEMENT OF POLICY

It is the purpose of this policy to provide an orderly, uniformed and fair procedures for non-disciplinary separation of employees from Government of Guam service.

RESIGNATION

904.801 Coverage

This section shall apply to all classified service employees.

904.802 Notice of Resignation

An employee may resign by giving written notice of the resignation to the Director of Education/Superintendent. The employee should notify the Director of Education/Superintendent in writing at least 14 calendar days before the date of separation. When a resignation letter is directed to the Director of Education/Superintendent it shall by its terms, be effective immediately or on a certain date. If no effective date is indicated, it shall be effective upon delivery to the Director of Education/Superintendent. Upon receipt by the Director of Education/Superintendent of any resignation letter, the Director of Education/Superintendent may make the resignation effective immediately, or sooner than the effective date in the resignation letter. Such resignation shall be effective according to its terms unless the Director of Education/Superintendent, at his discretion, makes the resignation effective immediately or at sometime sooner than the resignation letter. Once a resignation letter is delivered to the Director of Education/Superintendent, it may not be later withdrawn by the resigning person without the consent of Director of Education/Superintendent. Acceptance of such resignation by the Director of Education/Superintendent is not required for the resignation to become effective.

904.803 Withdrawal of Resignation

With the consent of the Director of Education/Superintendent, a