



## RESIGNATION POLICY

**Purpose:**

To ensure that clear and reasonable notice is provided to MY MS FAMILY by volunteers voluntarily ending their engagement.

**Policy Statement:** MY MS FAMILY requires volunteers to provide their supervisor with notice of their resignation. It is expected that volunteers will give a minimum of one (1) week notice (preference for three weeks’ notice). Volunteers are not obligated to provide a reason for resignation. Volunteers who provide less than one week’s notice and do not disclose a family or medical emergency may not be invited back to volunteer with MY MS FAMILY for a minimum of three (3) years.

**Responsibilities:** *Volunteer Responsibilities* Volunteers who wish to resign from their position should follow the procedures described below. Failure to follow this policy could result in the disruption of services at MY MS FAMILY.

*Board Members Responsibilities* Board members are expected to know and understand this policy and its associated timelines.

**Procedures:**

*Resignation Provided with a Minimum of One Week’s Notice* Volunteers who wish to resign from their position and do so with a minimum of one week’s notice must write a letter stating their intention and the last date of volunteer service. The resignation letter should be forwarded to the volunteer’s supervisor by email or provided in hard copy. Board members will acknowledge in writing receipt of resignation letters that are provided via email. A copy of the resignation and acceptance of resignation will be kept on the volunteer’s record for a minimum of three years.

*Resignation Provided with Less than One Week’s Notice* Volunteers who wish to resign from their position and do so with less than one week’s notice must write a letter stating their intention and last date of volunteer service. The resignation letter should be forwarded to the volunteer’s direct supervisor by email or provided in hard copy.

Board members will acknowledge in writing receipt of resignation letters that are provided via email. Volunteers may disclose a family or medical emergency as a reason for resignation to any MY MS FAMILY member in person, over the telephone, or in writing. If an emergency is provided as the reason for sudden resignation, this will be indicated on the volunteer’s record, and the volunteer may apply to return to MY MS FAMILY at any time. If no emergency is disclosed, the volunteer may not be welcome back to MY MS FAMILY for a minimum of three (3) years.

BOARD MEMBER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_