

## **EMPLOYMENT AT WILL**

**E-3**

Most employment at the Potomac Conference is "at will." That means that both the employee and the Conference have the right to terminate employment at any time, with or without advance notice, and with or without cause.

According to educational policies, certain positions in the educational system are subject to conditions of a signed employment agreement.

The Conference requests that generally, employees provide a two-week written notice of resignation to their manager/supervisor. Individuals employed as administrators, directors, managers, supervisors, pastors and teachers are requested to provide a minimum of 4 weeks written notice of resignation to their manager/supervisor.

At the same time employees notify their manager/supervisor of their impending resignation, they are also asked to notify Human Resources.

Employees may not use accrued vacation time to fulfill the required time in connection with a resignation notice to the Conference, or in lieu of such notice.