

COUNTY OF PRINCE GEORGE PERSONNEL POLICIES Prince George, Virginia	POLICY NUMBER: 28.1	Page 1 of 1
	SUPERSEDES:	DATE ISSUED: January 1, 2006
SUBJECT: Lay-Off	AUTHORIZATION: Adopted by the Board of Supervisors December 13, 2005; to become effective January 1, 2006	

28.1 Lay-Off

The County Administrator or the Board of Supervisors shall have the authority to lay off any employee(s) because of elimination of position, lack of funds, lack of work, or when there has been an insufficient appropriation to meet salary requirements necessary to maintain existing personnel in any department. The County Administrator shall give written notice to any employee being separated at least two weeks prior to the effective date contained in the notice. Whenever it becomes necessary to reduce the number of employees in a given job classification and notice of such lay off is given to the affected employee(s) for any of the reasons enumerated herein, this notice shall be final and not subject to appeal.

Employees who are laid off will be entitled to receive payment for their recorded, accrued time, the same as if they had resigned in good standing.