**Section 212.258** **Resignation and Reinstatement**

a) Resignation: An employee who voluntarily leaves his or her position of employment with the Office shall, except in emergency circumstances approved by the Executive Director, give advance notice of intent not less than 10 working days before the effective date of the resignation. Once an employee submits a resignation, the resignation shall not be revoked unless the revocation is requested by the employee and the revocation is approved by the Executive Director. Resignation in good standing means that the employee gave the required notice, or that emergency circumstances justified failure to do so, and that the employee's conduct and work performance were satisfactory at the effective date of the resignation.

b) Reinstatement: On request of an employee and a Director, the Executive Director shall respond within 30 days after receipt of the request. At his or her discretion, the Executive Director may reinstate an employee who was formerly certified and who resigned or was terminated in good standing or whose position was reallocated downward or who was laterally transferred. The reinstatement may be to a position in the classification to which the employee was assigned prior to resignation, termination, downward allocation, lateral transfer, or layoff or to an equivalent or lower position in a related classification. If deemed necessary by the Executive Director, a reinstated employee may be required to serve a 6-month probationary period in the position to which reinstated.