

**Sec. 4-16. Resignations and Retirement.**

a. Except as provided in subparagraph b of this Rule, employees' resignations and notices of intent to retire are irrevocable upon receipt by the Talent Department.

b. The Chief Executive Officer or designee may permit an employee to rescind a resignation or notice of intent to retire that was made based on a good faith mistake or which would otherwise cause significant and undue hardship to the employee. The Chief Executive Officer or designee shall develop guidelines under which s/he will permit an employee to rescind a resignation or notice of intent to retire.